



# SCHOOL NEWSLETTER

## **Parish Priest**

**Fr Maurie Cooney**

## **Principal**

**Mrs Carmen Blatti**

principal@canahillside.catholic.edu.au

**Deputy Principal / Faith and Mission / ICT / Administration/**

**Mrs Lina Vermeulen**

Lina.vermeulen@canahillside.catholic.edu.au

**Deputy Principal / Curriculum Coordinator / Learning Diversity**

**Mrs Liz Cutajar**

elizabeth.cutajar@canahillside.catholic.edu.au

**Child Safety Officer / Wellbeing Leader**

**Mr Brett Grealy**

brett.grealy@canahillside.catholic.edu.au

**Accounts / Finance**

**Mrs Trudy Milligan**

Trudy.milligan@canahillside.catholic.edu.au

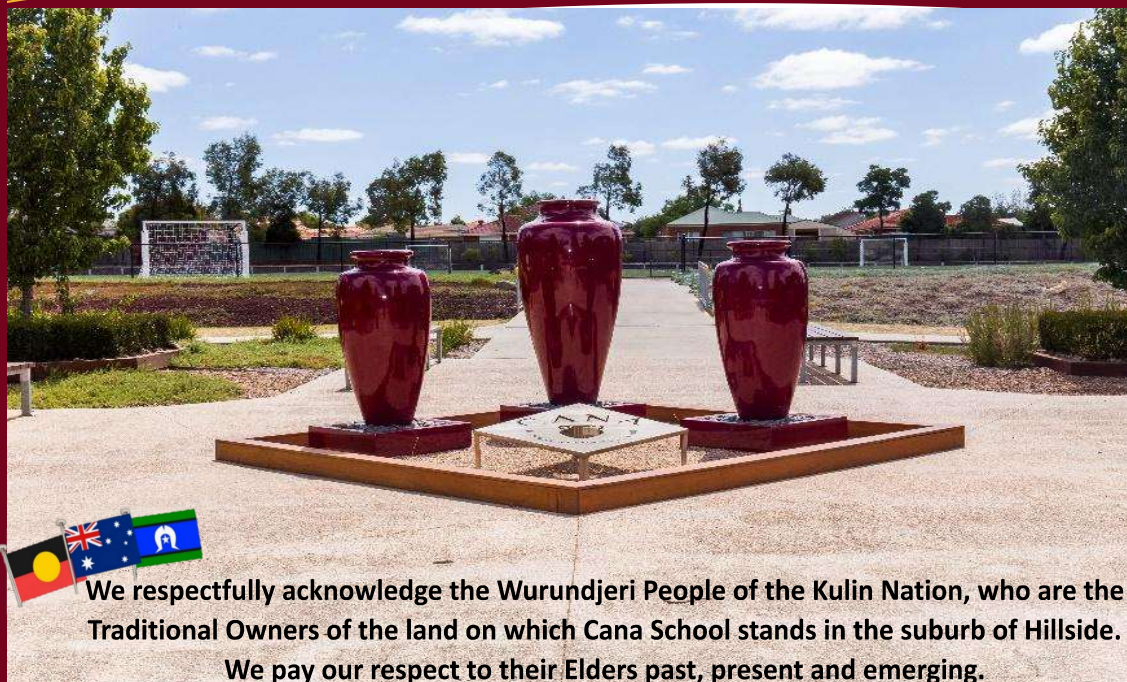
**Administrators**

**Mrs Carla Doherty,**

**Mrs Christina Theodosiou and**

**Ms Nadia Loterzo**

Office.staff@canahillside.catholic.edu.au



We respectfully acknowledge the Wurundjeri People of the Kulin Nation, who are the Traditional Owners of the land on which Cana School stands in the suburb of Hillside. We pay our respect to their Elders past, present and emerging.



## TERM 4 ISSUE 8 Friday 24th November, 2023

Thank you to our wonderful Parents and Friends Committee who worked together this week to distribute all the prizes from the Color Fun Run donation to our students. It's such an exciting and wonderful time of the year walking through the classrooms and hearing the children practice for the Christmas Carols which will be held on Wednesday 6th of December. I am sure it will be an amazing night!

Dear Lord,  
I pray to you above,  
To help me live each day with love,  
To be respectful when I play,  
and speak with honesty in all I say,  
Give me courage and the might,  
To stand up for what's good and right,  
Help us show the true meaning of equality,  
And give us the dedication  
to follow these values constantly.  
AMEN

# Dates for your Calendar

## Term 4, 2023

Friday 1st December	Soundgarage Concert at 6pm in hall
Tuesday 5th December	Orientation Day 9:15am to 10:45am
Wednesday 6th December	Cana Christmas Production / Carols at 6:30pm
Monday 11th December	Grade 6 Graduation at Emmaus Church at 6pm
Wednesday 13th December	Grade 6 Celebration Day
Thursday 14th December	Grade 6 students finish at 2pm
Friday 15th December	Grade Prep - 5 students finish term 4 at 1pm

## Term 1, 2024

Thursday 1st February	<b>Term 1 Start Date</b> - Prep to Grade 6 - 8.45am start
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### Mass Times for Term 4

Mass at Cana is celebrated in year levels; this is a time when the community come together to celebrate the Eucharist. Below are our mass times for Term 4. All families are welcome to attend.

<b>Thursday 30th November - 2pm</b>	Held by Grade 4K
<b>Thursday 7th December - 2pm</b>	Parent / Family Mass All parent community welcome to this mass prepared by parents. Please email <a href="mailto:lina.vermeulen@canahillside.catholic.edu.au">lina.vermeulen@canahillside.catholic.edu.au</a> if you can assist in the organisation.

### Open Classroom

This term we will be providing the parents / guardians with an opportunity to visit their child's classroom to see their learnings.

**Please enter the school via the front gate**, as the back gate will not be open until 3pm.

Monday 27th November at 2:30pm	Grade 5
Tuesday 28th November at 2:30pm	Grade Prep
Monday 4th December at 2:30pm	Grade 6





# CANA CATHOLIC PRIMARY SCHOOL

A.B.N. 72 007 642 388

46 Banchory Avenue HILLSIDE Victoria 3037

Phone (03) 8390 9200

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Cana Catholic Primary School has a commitment to the care, safety and wellbeing of children.

## NOTICE OF 2024 SCHOOL FEES

24<sup>th</sup> November 2023

Dear Parents & Guardians

The Cana Catholic Primary School Fee and Levies for the 2024 School Year will be as follows:

Description	1 Child Family	2 Child Family	3 Child Family	4 Child Family
Family Fee	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Grounds Maintenance Levy	\$400.00	\$400.00	\$400.00	\$400.00
Building Levy	250.00	250.00	250.00	250.00
<b>Levies per Student</b>				
Educational/Curriculum Levy	\$455.00	\$910.00	\$1,260.00	\$1,680.00
Excursion Levy	\$125.00	\$250.00	\$1,365.00	\$1,820.00
Technology Levy	\$505.00	\$1,010.00	\$1,515.00	\$2,020.00
<b>TOTAL 2024 School Fees</b>	<b>\$3,235.00</b>	<b>\$4,320.00</b>	<b>\$5,405.00</b>	<b>\$6,490.00</b>

In 2024, the School Fee *per Family* will be \$2,150.00 **plus** Levies *per Student* of \$1,085.00

Levies per Student: Education/Curriculum Levy of \$455.00

Excursion Levy of \$125.00

Technology Levy of \$505.00

(Yr 5 & 6 students only) Sport Levy of \$130.00

(Yr 3, 4 & 6 students only) Sacramental Levy of \$50.00

**Please Note: Grade 6 Students Only - Camp costs will be invoiced during Term 1, 2024**

**All school fee payments required to be paid directly to the Cana school bank account. Please quote your unique 6 digit Account Code as reference**

**BSB: 083 347**

**Account Number: 563 101 059**

### **EARLY PAYMENT DISCOUNT – for School Fees paid in full before 28<sup>th</sup> March 2024 (End of Term 1, 2024)**

\$50 Early Payment Discount is available to families who choose to pay their school fee account in full ***before the end of Term 1.***

If paying 2024 school fees in full by the end of Term 1, please reduce your full account payment by \$50

Alternatively, Families paying by regular instalments throughout the year must comply with the following payment due dates:

#### PAYMENT DUE DATES

Due Date: 28<sup>th</sup> March 2024

Due Date: 28<sup>th</sup> June 2024

Due Date: 20<sup>th</sup> September 2024

#### AMOUNT REQUIRED TO BE PAID

25% of annual Fee & Levies paid by end of Term 1, 2024

75% of annual Fee & Levies paid by end of Term 2, 2024

Balance paid in full no later than end Term 3 2024

Families can choose to pay school fees by regular instalments either Weekly, Fortnightly, or Monthly

**School Fees must be paid in full no later than end of Term 3, 2024**

If required, School Fee Payment Plans need to be arranged with the School Bursar at the commencement of Term 1, 2023.

An appointment is required to arrange a Payment Plan Meeting. Please telephone the School Office on 8390 9200 if you require a Payment Plan appointment.

**Mrs Carmen Blatti**  
Principal



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## NOTICE OF 2024 SCHOOL FEES

### Payment Requirement Schedule

To ensure that you maintain your payment schedule, please refer to the table below as a guide, to assist with identifying the required level of payment required for your family structure.

Students per Family	Annual Fee/Levies	Early Full Payment Discount Criteria		Payments by Instalments per Term Due Dates		
		Early Payment Discount *	Payment required by 28/03/2024 *	25% of the annual charge to be paid by End Term 1 28 <sup>th</sup> March 2024	75% of the annual charge to be paid by End Term 2 28 <sup>th</sup> June 2024	Balance Due no later than 20 <sup>th</sup> September 2024
1 child family	\$3,235.00	-\$50.00	\$3,185.00	\$808.75	\$2,426.25	\$808.75
2 child family	\$4,320.00	-\$50.00	\$4,270.00	\$1,080.00	\$3,240.00	\$1,080.00
3 child family	\$5,405.00	-\$50.00	\$5,355.00	\$1,351.25	\$4,053.75	\$1,351.25
4 child family	\$6,490.00	-\$50.00	\$6,440.00	\$1,622.50	\$4,867.50	\$1,622.50

If paying by instalments, please consider the level of payment required by each due date. If a Payment Plan is required, please contact the Cana Catholic Primary School Front Office to arrange for a private meeting with our School Bursar to discuss Payment Plan Options. Payment Plans provide maximum benefit when arranged early during Term 1.

# Cana Christmas Carol Night

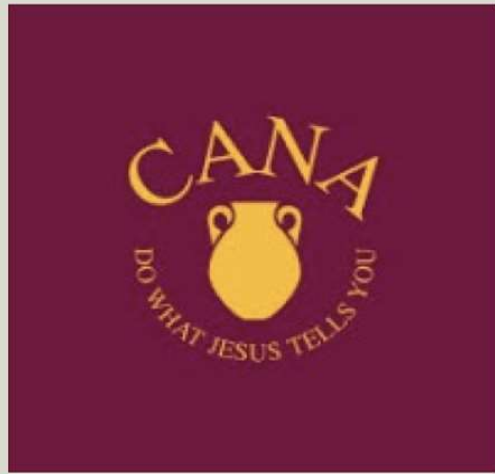
The night will begin with the Nativity play. All students from Grade Prep to Grade 6, as a cohort, will be singing selected Christmas carols.

Entry will be a donation from each family, to be paid at the door. Families will be able to purchase LED flameless candles for \$3.00 each at the door- please note there are limited candles available.

### Booking Information:

To book go to: [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au), enter the code: **nmv23** and follow the prompts. Limited spaces available.

Please note at this stage tickets will be available for **immediate family only (household members)**. Children below school age (5) will need to share a seat with their parents to allow for sufficient seating for all Cana families to attend.



CHRISTMAS  
**CAROLS**  
*Night*

**WHEN:** WEDNESDAY 6TH DECEMBER, 2023

**TIME:** DOORS OPEN 6:00PM FOR 6:30PM START

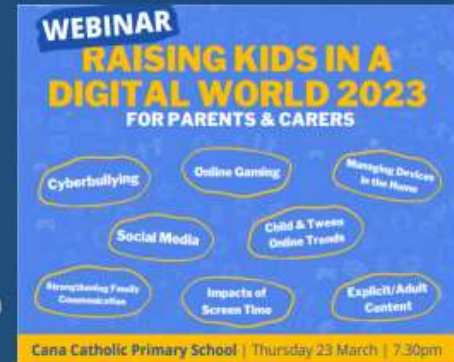
**WHERE:** CATHOLIC REGIONAL COLLEGE  
NORTH KEILOR HALL

ENTRY COST- FAMILY DONATION  
CANDLES AVAILABLE FOR PURCHASE AT  
THE DOOR \$3.00 PER CANDLE

## Child Safe Standard 9

Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

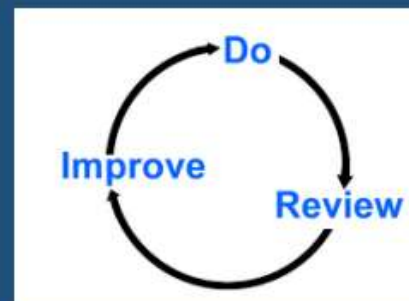
- Students learn about Cyber Safety through 'Inform & Empower'.
- As a part of this program, they participate in live online sessions.
- School staff also receive professional development to be aware of the latest information and best practice to keep children safe online.



## Child Safe Standard 10

Implementation of the Child Safe Standards is regularly reviewed and improved.

- We regularly review school policies and procedures regarding the Child Safe Standards. We consult with the school community, where appropriate.
- As part of our School Review, we must provide evidence that all 11 standards are being met.



## Child Safe Standard 11

Policies and procedures document how the organisation is safe for children and young people.

- All staff at Cana are committed to follow the procedures outlined in the Child Safe Policy and other related Student Wellbeing policies.
- These policies are available through the school website and are easy to access and understand.



## Product Safety Recall

At Cana's 2023 Father's Day stall we sold the "LED Flashlight Rechargeable Strobe Torch with strap". If your child purchased one for you or your loved ones, can you please make sure that you **discard the charging cable IMMEDIATELY**. The USB cable may overheat and pose as a FIRE RISK.

Please come and see us at the office and we will provide you with a replacement cable. Please pass on this message to family and friends and make sure they are advised of this message.

Thank you for your understanding.



## PRODUCT SAFETY RECALL

**DO YOU OWN THIS PRODUCT?**

- "LED Flashlight Rechargeable Strobe Torch with strap" sold by Moon and Back™.
- Contents of packaging: Torch with Micro USB cable included - 18cm.

**WHY THE PRODUCT IS RECALLED:** The supplied **USB cable** is unsuitable for use in chargers with currents exceeding 1A (including fast chargers, or high power chargers). If used with chargers with currents exceeding 1A, the USB cable may overheat and pose a **FIRE RISK**.





# Asylum Seeker & Refugee Toy Drive

**Organised by Grade 6J**

The purpose of this Toy Drive is to provide toys to asylum seekers and refugees. Asylum seekers and refugees are those who have come from less fortunate backgrounds (other countries) to find peace in Australia. Many of these children do not have toys or games to play with, and may only have the clothes on their backs.

You can donate new and unopened toys by bringing them to school and handing them to your classroom teacher. These toys can be for a variety of ages, from toddlers (2-4 years of age) to teenagers (12-17 years old). Please note that if you donate they are brand new toys that are in good condition and not old or already used toys.

Accepting donations from November 13th to  
November 24th

  
spectrum  
feel at home



Refugee & Asylum Seeker  
Toy Drive





# Food Bank Donation Drive



Organised by Grade 6S

Accepting donations from 13th November until 24th November!

## Why Are We Doing This?

Food Bank is an organisation that donates food to the poor and homeless so that everyone in Australia gets enough food every day. Their aim is to make sure that no one in Australia is left without food. 6S chose to support Food Bank because we believe that everyone should have food to eat every day.

## How can we help?

We can help Food Bank by donating food such as:

- Canned fruit, vegetables, seafood, soups and meals
- Breakfast cereal
- Pasta, noodles and rice
- Shampoo and conditioner
- Soap and deodorant
- Dental floss, toothpaste and toothbrushes

**Please only donate non-perishable foods and give donations to your classroom teacher.**



**Dear Cana Families,**

This term, Grade 4's are studying endangered, vulnerable and extinct species. As part of our action, we have been researching things we can do to help animals in danger of becoming extinct. We discovered that we can help protect Eastern Lowland Gorillas in Africa simply by donating old mobile phones, so we **need** your help!

No one knows exactly how many Eastern Lowland Gorillas survive in the wild, but with 8,500 **believed** to be remaining they are Critically Endangered. The survival of every gorilla counts.

You can help gorillas in the wild simply by recycling your phones. Every phone dropped at Cana office raises funds to support the work of the Gorilla Doctors, who provide life-saving medical care to wild gorilla populations.

With your help, the zoo has recycled and re-purposed **more than** 185,000 devices collected by individuals, schools and businesses, which **has** raised more than \$300,000 for conservation.

**How you can help.....**

Simply bring any old mobile phones and accessories to the front office and place in the decorated box. We accept mobile phones in any condition, as well as tablets, smartwatches and accessory items like chargers and headphones.

If you can, please unlock phones and reset to factory settings before dropping your phones to us.

PLEASE BRING ALL ITEMS BY FRIDAY DECEMBER 1<sup>ST</sup> 2023



# Ice Creams

Varieties will vary from time to time



Zooper Doopers

\$1.00



Paddle Pop Icy Twist

\$2.00



Chocolate and Vanilla  
Frozen Yoghurt

\$2.00



Strawberry and  
Vanilla Frozen Yoghurt

\$2.00



Chocolate Paddle Pop

\$2.50



Rainbow Paddle Pop

\$2.50



Calippo - Lemon,  
Pineapple and  
Raspberry

\$3.00

**Please note strictly 1 ice cream per child only, available in Term 1 and 4.  
We are kindly asking for students to bring coins only for payment as large change will not be given.**

## **Icy Pole Sales are back**

As we are trying to minimise classroom disruptions throughout the day, can you please ensure that your child has ice-cream money before school otherwise they will have to wait for the following week.



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### NOTICE OF 2023 SCHOOL FEES

#### Payment Requirement Schedule

To ensure that you maintain your payment schedule, please refer to the table below as a guide, to assist with identifying the required level of payment required for your family structure.

<u>Students per Family</u>	<u>Annual Fee/Levies</u>	<u>Early Full Payment Discount Criteria</u>		<u>Payments by Instalments by Term Due Dates</u>		
		<i>Early Payment Discount *</i>	Payment required by 6/04/2023 *	25% paid by End Term 1 6 <sup>th</sup> April 2023	75% paid by End Term 2 23 <sup>rd</sup> June 2023	Balance Due by 15 <sup>th</sup> September 2023
1 child family	\$2,795.00	-\$50.00	\$2,745.00	\$698.75	\$2,096.25	\$698.75
2 child family	\$3,740.00	-\$50.00	\$3,690.00	\$935.00	\$2,805.00	\$935.00
3 child family	\$4,685.00	-\$50.00	\$4,635.00	\$1,171.25	\$3,513.75	\$1,171.25
4 child family	\$5,630.00	-\$50.00	\$5,580.00	\$1,407.50	\$4,222.50	\$1,407.50

If paying by instalments, please consider the level of payment required by each due date. If a Payment Plan is required, please contact the Cana Catholic Primary School Front Office to arrange for a private meeting with our School Bursar to discuss Payment Plan Options. Payment Plans provide maximum benefit when arranged early during Term 1.

*M:\1. 2023 Admin\2023 ADMIN\2023 Notice of School Fees\NOTICE OF 2023 SCHOOL FEES.docx*

### School Fees

**Reminder:-** Families this is a reminder that the **Balance** of the annual school fee and levies is due to be paid by the end of Term 3.

Our school fee payment method is by Electronic Funds Transfer (EFT) deposited directly to the school bank account. Leadership undertook a review of our cash handling procedural requirements following new cash deposit limitations introduced by the National Australia Bank (NAB) together with consideration for staff personal safety whenever conducting school matters offsite. For this reason, school fee cash payments are no longer accepted at the front office.

School fees can still be paid by cash as a direct deposit to the Cana school bank account either at your bank or by use of an Automated Teller Machine (ATM). The Cana Catholic Primary School bank account is:

**BSB:** 083 347

**Account No:** 563 101 059

**Reference:** Please quote your **Account Code** and **Surname** to identify your payment



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## The Child Safe Standards

The safety of each child at Cana is of the utmost importance. It is our duty of care to ensure each child feels safe within all environments including school, home, and the community.

To comply with the [Ministerial Order No. 1359 – Implementing the Child Safe Standards](#), Cana is required to meet the Child Safe Standards 1-11. Below is an outline of each Child Safe standard. More information on each standard can be found here: [The 11 Child Safe Standards](#)

**Standard 1:** To establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

**Standard 2:** Child safety and wellbeing are embedded in organisational leadership, governance, and culture.

**Standard 3:** Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

**Standard 4:** Families and communities are informed and involved in promoting child safety and wellbeing.

**Standard 5:** Equity is upheld, and diverse needs respected in policy and practice.

**Standard 6:** People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

**Standard 7:** Processes for complaints and concerns are child focused.

**Standard 8:** Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training.

**Standard 9:** Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

**Standard 10:** Implementation of the Child Safe Standards is regularly reviewed and improved.

**Standard 11:** Policies and procedures document how the school is safe for children and young people.

**In future editions of the newsletter, each Child Safe Standard will be explored in further detail with examples of how it is implemented at Cana.**

## **Parents/Families,**

Parents we all need to be in partnership and to always be respectful of each other during all interactions - face to face or on social media. We are role models for our children and need to be reflective of our communications and actions.

If there are any concerns please see your child's classroom teacher as the first point of contact, or you can contact the Principal on [principal@canahillside.catholic.edu.au](mailto:principal@canahillside.catholic.edu.au)



# **Child Safety Code of Conduct**

## **Safeguarding Children and Young People Code of Conduct**

### **Acceptable behaviours**

All MACS Board members, MACS Board committee members, School Advisory Council members, the Principal and all our other staff, volunteers, contractors, parent community and clergy at Cana are responsible for supporting the safety of children by:

- adhering to the school's child-safe policy and upholding the school's statement of commitment to child safety, at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the school community with respect
- taking into account the needs of all children and students
- listening and responding to the views and concerns of children – particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal or Torres Strait Islander child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and linguistically diverse backgrounds (for example, by having a zero-tolerance for discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse to the school's leadership (or child safety officer if the school has appointed someone to this role)
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958* (Vic.)
- understanding and complying with all obligations as they relate to the reportable conduct scheme including reporting allegations of reportable conduct in accordance with the school's reportable conduct policy
- reporting any child safety concerns to the school's leadership (or child safety officer if the school has appointed someone to this role)

- ensuring as quickly as possible that the child is safe if an allegation of child abuse is made
- reporting to the Victorian Institute of Teaching (VIT) any charges, committals for trial or convictions in relation to a sexual **offence** by a registered teacher, or specific allegations or concerns about a registered teacher
- ensuring they comply with any and all applicable professional or occupational codes of conduct.

## Unacceptable behaviours

All MACS Board members, MACS Board committee members, School Advisory Council members, the Principal and all our other staff, volunteers, contractors and clergy at Cana must not:

- ignore or disregard any suspected or disclosed child abuse. This includes but not limited to – physical / mental abuse, neglect and any form of maltreatment by an adult which is threatening to a child.
- develop any special relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves (for example, toileting or changing clothes)
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- work with children while under the influence of alcohol or illegal drugs
- have contact with a child or their family outside school without the school leadership's or child safety officer's (if the school has appointed someone to this role) knowledge and/or consent or the school governing authority's approval (for example, unauthorised after-hours tutoring, private instrumental/other lessons or sport coaching); accidental contact, such as seeing people in the street, is appropriate
- have any online contact with a child (including by social media, email, instant messaging) or their family unless necessary (for example, providing families with eNewsletters or assisting students with their schoolwork)
- use any personal communication channels/devices such as a personal email account
- exchange personal contact details such as phone numbers, social networking sites or email addresses
- photograph or video a child without the consent of the parents, guardians or carers
- consume alcohol or drugs at school or at school events in the presence of children.



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2<sup>nd</sup> December 2022

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Excursion Levy	\$125.00	\$250.00	\$375.00	\$500.00
Technology Levy	\$400.00	\$800.00	\$1,200.00	\$1,600.00
<b>TOTAL 2023 School Fees</b>	<b>\$2,795.00</b>	<b>\$3,740.00</b>	<b>\$4,685.00</b>	<b>\$5,630.00</b>

In 2023, the School Fee **per Family** will be \$1,850.00 **plus** Levies **per Student** of \$945.00

Levies per Student: Education/Curriculum Levy of \$420.00  
Excursion Levy of \$125.00  
Technology Levy of \$400.00

(Yr 5 & 6 students only) Sport Levy of \$100.00

(Yr 3, 4 & 6 students only) Sacramental Levy of \$20.00

**Please Note: Grade 6 Students Only - Camp costs will be invoiced during Term 1, 2023**

**New Levy** School Building Levy \$150.00 per family

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Due Date: 23<sup>rd</sup> June 2023

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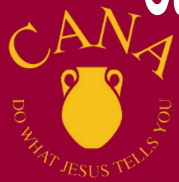
**Mrs Carmen Blatti**  
**Principal**

M:\1. 2023 Admin\2023 ADMIN\2023 Notice of School Fees\NOTICE OF 2023 SCHOOL FEES.docx

### **Camps Sports and Excursion Fund Applications**

The Camps, Sports and Excursions Fund (CSEF) provides financial support to eligible families so students can attend school camps, outdoor education and sporting programs, as well as incursions and excursions. If you have not applied for CSEF and hold a currently valid Healthcare Card, or if you have an existing card and a new child is joining Cana, please let the office know.





# Cana is committed to the Safety and Wellbeing of our students

## School Hours

### Music starts at 8:42am

Monday 8:45am – 3:15pm  
 Tuesday 8:45am – 3:15pm  
 Wednesday 8:45am – 3:15pm  
 Thursday 8:45am – 3:15pm  
 Friday 8:45am – 3:15pm

Recess 10.45am – 11.15am

Lunch 1.00pm – 1.50pm

## Mass Times

### Saturday

Sacred Heart 5:00pm  
 Emmaus 6:30pm

### Sunday

Sacred Heart  
 8:00am,  
 10:30am,  
 11:30am

Emmaus  
 9:00am

### Parish Office / Presbytery

Secretary Margaret

T: 9366 2146

F: 9366 9876

## NO Second Hand Uniform

### Sales

Due to the need for social distancing and other COVID safety measures, we cannot currently offer second-hand uniforms. We will advise when this returns and in the meantime recommend contacting your PSW outlet for uniform enquiries.



## School Website

To watch videos from the website, the password you will need is:

PASSWORD: CanaVids



## Mobile Phone App

We advise all families to download this App as this is our form of communication.



OshClub is our Before & After School Care Program. Children need to be registered before they attend.

We advise all families to register their child/ren (registration is free).

OSH Program Numbers:

Mobile: 0478 022 320

Head Office: 1300 395 735

## Cana Bank Account

For EFT payments, please ensure you reference your SURNAME and your

6 – digit family ID

BSB: 083 347

Account: 563 101 059