

December 2023

### **2024 Parent Payment Arrangements – Year 5**

Dear parent/carer,

Lancefield Primary School is looking forward to another great year of teaching and learning and would like to advise you of Lancefield Primary School's voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard curriculum requirements and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students.

We want to thank you for all your support, either financial or volunteering your time. This has made a huge difference to our school and the programs we can offer.

The environment and resources that we enjoy at Lancefield Primary School represent the contributions made by our parent and carers. Parent/carer voluntary contributions make significant difference to the quality of our programs. This financial support ensures that we can continue to provide the excellent range of facilities and resources for your children for example:

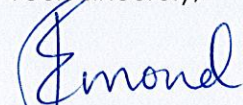
- Provide high quality programs and specific subject materials and equipment for English, Mathematics, STEM, Art, Topics, Auslan and PE;
- Maintain sufficient class sets of books for students to develop their reading skills including phonics program;
- Provide online learning subscriptions as well as Oliver library system;
- Arrange for student supplies and class bulk supplies;
- Develop our Wellbeing School Wide Positive Behaviour approaches including Kimochis;
- Maintain our high quality, bespoke SAKG Prep-6 program.

Please find attached Lancefield Primary School's voluntary financial contributions schedule for 2024 which includes an overview of what your contributions will help us to provide. In 2024, student/classroom supplies will be provided for each year level/class rather than individual student packs. Providing resources in this way reduces wastage (supplies are ordered taking stock on hand into account). We have worked very hard to keep costs down as compared to previous years to reduce financial burden on families.

We invite families to make a voluntary financial contribution and indicate on the attached schedule how much you would like to contribute. The school office will be open on Monday 29<sup>th</sup> January 2024 between 9am – 11am for families to make contributions if they wish, collect student contact details information for updating, submit forms eg. Bus travel.

For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Yours sincerely,



Jo Emond  
Principal



Sally Soper  
School Council President

*"At Lancefield Primary School we are committed to child safety. We want children to be safe, happy and empowered. We support and respect all children as well as our staff and volunteers. The Child Safe Standards apply to all school staff, volunteers and contractors, visitors to the school and student's family members. We know that keeping all children safe is our collective responsibility."*

STUDENT NAME: \_\_\_\_\_

| <b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum  | <b>Amount</b> |
|--|---------------|
| Classroom consumables, materials & equipment eg. Writing implements, work books, scrap books, glue sticks, scissors, pencil sharpeners etc.  | \$51.00       |
| Consumables, materials & equipment: Art, STEM, Mathematics, English  | \$15.00       |
| Online subscriptions <ul style="list-style-type: none"> <li>• Oliver &amp; SCIS Library Subscriptions</li> <li>• Essential Assessments</li> <li>• Pivot wellbeing subscription</li> <li>• Dibels</li> <li>• PAT Assessment tool</li> </ul> | \$40.00       |
| Swimming and water safety program  | \$TBA in 2024 |
| Kitchen Garden Program – cooking ingredients, kitchen supplies, garden supplies and materials.   | \$50.00       |
| <b>Total Curriculum Contributions</b>  | <b>\$</b>     |

| <b>Other Contributions</b> - for non-curriculum items and activities  | <b>Amount</b>  |
|---|----------------|
| You are welcome to make a voluntary contribution which will be used to provide additional materials and services to enhance our current programs eg. First aid equipment, sports equipment, School Sports Victoria affiliation, school grounds maintenance & equipment. | \$10/\$20/\$50 |
| <b>Total Other Contributions</b>  | <b>\$</b>      |

| <b>Tax deductible contributions</b>   |    |
|---|----|
| <b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. | \$ |

**Extra-Curricular Items and Activities – provided on a user-pays basis**

Lancefield Primary School offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum. It is an expectation that your child/ren will attend.

The cost of extra-curricular items and activities will be advised throughout the year via Compass events.

| <b>Extra-Curricular Items and Activities</b>       | <b>Amount</b> |
|--|---------------|
| School camp  | \$TBA         |
| Interschool sports events                          | \$TBA         |
| Excursions/Incursions to be scheduled              | \$TBA         |
| <b>Total Extra-Curricular Items and Activities</b> | <b>\$TBA</b>  |

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### Financial Support for Families

Lancefield Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Sharon Gledhill, Business Manager or Sharon Healy, Administration

Ph: 03 5429 2307 | Email: Lancefield.ps@education.vic.gov.au

#### Total

| Category                              |                  | Totals        |
|---------------------------------------|------------------|---------------|
| Curriculum Contributions              |                  | \$156.00      |
| Other Contributions<br>(deductible)   | (Non-tax)        | \$            |
|                                       | (Tax-deductible) | \$            |
| Extra-Curricular Items and Activities |                  | \$TBA in 2024 |
| <b>Total</b>                          |                  | <b>\$</b>     |

### Payment Methods

**EFTPOS/Credit** – at the school office or by phone

**BPay** – please contact the school office for your individual family reference

**Direct Credit via EFT** – BSB: 063 0936, Account No: 10002584

**Cash** – at the school office

### Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.

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# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW



### FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- Schools may invite parents to make a financial contribution to support the school.



### PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

#### Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

#### Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

#### Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).

### FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



### SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.