



Dear Parent/Guardian,

28<sup>th</sup> November, 2023

## **Parent Payments 2024**

Wollert Primary School is looking forward to another great year of teaching and learning and would like to advise you of Wollert 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, whether that is through the payment of parent contributions or fundraising. This has made a huge difference to our school and the programs we can offer.

Within our school we have established a curriculum program to support the best possible experience for all students. Financial contributions made by families will assist Wollert Primary School in the purchasing of resources and equipment to support our Reading, Writing, Mathematics as well as our Specialist Programs - PE, Visual Arts, Performing Arts, STEM and Food Technology.

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

### **2024 Bookpack Process**

In 2023, we used the Bookpack model where families purchased individual bookpacks direct from our supplier, Complete Office Supplies (COS). For a number of different reasons this new process unfortunately did not work effectively and created a lot of operational issues in regard to delivery and supply of products.

**As a result, in 2024, we have chosen to provide classroom resources for all students to access and use communally, therefore there will not be a requirement for families to purchase individual bookpacks. The school will be purchasing bulk supplies of all stationery items for all students to use throughout the year – by parents making payment of the Curriculum Contributions charge this will assist the school in replenishing the cost of pre purchasing all student supplies for 2024.**

On the following pages there is a breakdown of the stationery supplies and resources that will be provided to students and this forms part of the Curriculum Contributions section of our 2024 parent payments.

Stationery supplies will be distributed to students at the beginning of the school year and replenished throughout the year as needed.

Please also note that students will use School provided iPads/laptops from shared classroom sets as a resource and there will be no need for parents to purchase any digital devices at Wollert Primary School for 2024.

We thank you for your support.

Yours sincerely,

A handwritten signature in black ink that reads "Leanne Tingwell".

Leanne Tingwell  
Principal

A handwritten signature in black ink that reads "Sweetha Subhas".

Sweetha Subhas  
School Council President



<b>Other Contributions - for non-curriculum items and activities</b> <b>Please note these contributions are an annual charge per FAMILY</b>	<b>Suggested Amount</b>
First Aid Contribution – first aid officer employed to cover lunch and recess breaks each day, provision of first aid supplies and support, management of medical conditions and administering of medication	<b>\$20</b>
School grounds maintenance and improvements – maintenance person employed to maintain school grounds and provide facilities support	<b>\$25</b>
Library Contribution - to support book purchases and other equipment that sustain the library as a valuable resource.	<b>\$20</b>
<b>Total Amount</b>	<b>\$65</b>



## PARENT CONTRIBUTIONS EXPLAINED

### Curriculum Contributions

These are support items and activities that help deliver fundamental curriculum or subject learning.

These items include:

- Materials including textbooks and student stationery, bookbags.
- Materials for learning and teaching (e.g., cooking, artwork, clay)

### Other Contributions

Wollert Primary School requests your voluntary contributions to support our school. Other contributions are categorised under two headings: -

1. A General Voluntary contribution: This goes towards all of our school's important priorities for 2024 as well as providing additional activities and services for all students.
2. A tax-deductible contribution – at this stage with the establishment of our school we as yet do not have the capability to set up this type of contribution and it is something we are looking at setting up in the coming years.

### Extra-Curricular Items and Activities

These items and activities are provided in addition to the standard curriculum program and are offered to all students to enhance the schooling experience. These optional extras are provided on a user-pays basis and if parents and guardians choose to access them for students, they will be required to pay for them. Examples include excursions, incursions and camps. At Wollert Primary School, we do not include any of these in our annual Parent Payment Contributions.

### Educational Items for students to own.

- The school requires all students **to bring their own headphones for individual use** – due to current health regulations, headphones cannot be shared.

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund (CSEF)

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. If you hold a valid means-tested concession healthcare card or are a temporary foster parent, you may be eligible for CSEF. There is also a CSEF supported Prep Uniform Package – if you have an eligible healthcare card you may be entitled to specified uniform items for your prep student.

- Individual payment plans approved by Business Manger
- Compass Payment Plans – can be set up on Compass and this spreads payment over specified agreed dates. Families can set these up themselves on Compass at any time directly on Compass. Please refer to the following link for instructions on how to set up your own payment plan information: <https://youtu.be/H3hwjb0Lrts>



- State School Relief (SSR)

SSR provides government school students with new uniforms, footwear and educational resources, including learning devices. SSR works side by side with all Victorian primary, secondary, specialist and language schools to ensure that any students facing hardship have the necessary items they require for school.

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

Business Manager - Jodee Jackson Phone: 9002 0500 | Email: [jodee.jackson@education.vic.gov.au](mailto:jodee.jackson@education.vic.gov.au)

Please note, your child will not be disadvantaged if you do not make a contribution. All records of contributions are kept confidential.

### Payment methods

- Compass, Bpay, EFTPOS, Direct Deposit or Cash

### 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 Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.

### Extra-Curricular Items and Activities

Wollert Primary School will offer a range of items and activities that will enhance and/or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These activities are yet to be confirmed for 2024 and the information below is an anticipated list. Once final decisions have been finalised, communication will be sent to families. These activities are provided on a user-pays basis i.e., if a student attends an activity there is then an obligation for families to pay for that activity:

Extra-Curricular Items and Activities	Amount
Grade Level Excursions/Incursions	TBA
Swimming/Water Safety Program – cost to be confirmed when scheduled	TBA
Grade 6 Jackets	TBA
Athletics & Cross Country	TBA
District Sports – students are selected to participate	TBA
Other optional incursions/excursions & camps to be scheduled	TBA

# 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 standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- 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.