

November 8, 2021

Dear Parent/Guardian,

Amsleigh Park Primary School is looking forward to another great year of teaching and learning. We would like to advise you of Amsleigh Park Primary School's voluntary financial contributions for 2022.

Schools provide students with free instruction to fulfil the **standard** Victorian curriculum\* 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's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school this financial support has allowed us to coordinate and offer the best possible programs outside of the traditional teaching and learning classroom structure. These financial contributions assist us with the purchasing of above standard Art, Music, STEM, Library resources, Wellbeing and Physical Education equipment and resources. In 2021 we have continued replacing our technology equipment including new large flat panel TVs for each junior school class to replace older interactive whiteboards.

\* As outlined in our Parent Payments Policy, the Education and Training Reform Act 2006 provides that instruction in the standard curriculum program is delivered free to all students in Victorian Government schools - referred to as 'free instruction.' To support this, the Victorian Government provides for much of our school's standard operational requirements with an annual grant. This covers items such as: replacement teaching staff, gas and electricity, water rates, facilities, telephone, furniture, some buildings or grounds maintenance, administration, **standard** curriculum support/resources and professional development.

Each school can also decide on the learning programs offered and funds required based on the needs and expectations of the school community. To provide educational programs of a 'higher' standard and quality expected by our community, we require funds to support this. We use voluntary contributions from families to support us to provide better quality materials, equipment, resources, enhanced programs and opportunities **beyond the standard Victorian curriculum**. Our school relies heavily upon voluntary financial contributions from parents to meet the difference between funds from DET and our budgeted expenditure each year. To date we have been most fortunate that our school community values the high standard of resourcing that payment of these contributions provides and have willingly contributed. We hope this will continue to be the case in the 2022 school year. Invoices will be raised to family accounts when payment and the payment advice form is received.

## Book Packs 2022

Information regarding student book packs is also included with this package. In 2022 parents have the option to purchase a book pack through our supplier, Office Corporate, or can organise comparable materials from a provider of their own.

## 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.

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

Yours sincerely,

Ana Meyborg  
School Council President

Michael Cormick  
Principal

# 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.

2022 Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><i>Classroom consumables, materials &amp; equipment</i></p> <ul style="list-style-type: none"> <li>• <b>Literacy &amp; Numeracy</b> - cover paper, kinder squares, masking &amp; sticky tape, cartridge paper, etc. (\$55)</li> <li>• <b>Art</b> – paint, crayons, canvas, glitter, coloured paper, clay, glue, card, wool, fabric, wood, beading (\$22)</li> <li>• <b>Inquiry Learning</b> – Craft &amp; Science materials (\$12)</li> <li>• <b>German</b> – Craft materials, coloured paper &amp; cardboard etc (\$10)</li> <li>• <b>STEM</b> – PVA glue, cardboard, clips, art paper etc (\$10)</li> <li>• <b>Sports</b> – equipment, ribbons, materials (\$10)</li> <li>• <b>Music/Performing Arts</b> – Instruments, books, pens, markers &amp; folders (\$5)</li> <li>• <b>Library</b> – books, subscriptions (\$5)</li> <li>• <b>Student Wellbeing</b> - Resilience Project Journal (\$19)</li> </ul>	\$148.00
<p><i>Online Subscriptions</i></p> <ul style="list-style-type: none"> <li>• <i>Mathletics</i></li> <li>• <i>Reading Eggs</i></li> <li>• <i>Essential Assessment</i></li> <li>• <i>XUNO</i></li> </ul>	\$40
<p><i>Technology ICT Devices – provision of devices from the shared classroom sets</i></p>	\$50
<p><i>Grounds Maintenance – Upkeep &amp; Safety of our school grounds</i></p>	\$50
<p><i>Printing and photocopying of worksheets and learning materials</i></p>	\$10
<p><b>Other Contributions - for non-curriculum items and activities</b></p>	<b>Amount</b>
<p><i>School Sports Victoria membership</i></p>	\$5.00
<p><i>First aid equipment</i></p>	\$8.00
<b>Tax deductible contributions</b>	
<p><b><i>Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</i></b></p>	\$
<p><b>Extra-Curricular Items and Activities – (Optional Extras - User Pays)</b></p>	<b>Amount</b>
<p>Optional School magazine / yearbook – 1 per family</p>	\$25
<p><i>Invoices will be raised for the selected items on the Payment Advice Form when payment is received</i></p>	

## 2022 Educational items for students to own – Book Packs

Attached is a list of items that the school recommends you purchase from Office Corporate for your child to individually own and use.

Parents can log on to the Office Corporate parent portal to order and pay directly for their child's individual educational items. Order before December 16, 2021 for free delivery to your home address.

## 2022 Extra-Curricular Items and Activities – Optional Extras

Amsleigh Park Primary School offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis.

Examples below of the proposed activities for next year. Further Information, including pricing and permission forms will be sent home prior to each event.

Extra-Curricular Items and Activities – Optional Extras - User Pays Basis	Amount
Optional Incursions / Excursions – All Year Levels	TBA
Optional Grade 2 Sleepover	TBA
Optional Grade5/6 Interschool Sports program	TBA
Optional camps to be scheduled – Grades 3-4 & Grades 5-6 only	TBA
Optional Swimming Program	TBA

## Financial Support for Families

Amsleigh Park Primary School understands that some families may experience financial difficulty and offer a range of support options, including:

- the Camps, Sports and Excursions Fund (For eligible Centrelink Card Holders, application forms available from the School General Office)
- State School's Relief assistance
- Flexible Payment Plans for Extra Curricular Items and Activities

For a confidential discussion about Flexible Payment Plans, or if you would like to discuss alternative payment arrangements, please contact Karen Hogan, Business Manager

Ph: 03 9544 1553 | Email: [amsleigh.park.ps@education.vic.gov.au](mailto:amsleigh.park.ps@education.vic.gov.au)

# PAYMENT ADVICE



Education and Training

**2022 Financial Contributions - please complete below and return to the general office.**



Parent Name/s: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Child 1: \_\_\_\_\_ Child 2: \_\_\_\_\_

Child 3: \_\_\_\_\_ Child 4: \_\_\_\_\_

Child 5: \_\_\_\_\_ Child 6: \_\_\_\_\_

Payment Advice	No. of Children	\$ Total
Curriculum Contributions - \$148		\$
Online Subscriptions - \$40		\$
Technology ICT - \$50		\$
Grounds Maintenance - \$50		\$
Printing of worksheets & learning materials - \$10		\$
Other Contributions - \$13		\$
Extra-Curricular Items and Activities – Year Book \$25	1 Per Family	\$
Tax Deductible Donation – Building Fund		\$
<b>TOTAL</b>		\$

**Payment methods - Payments for 2022 can be made via BPay, Credit/Debit Card or Unallocated Credit Note/s**

**Credit Note (Non CSEF)** Please use credit amount of \$ \_\_\_\_\_ from my account for the above selected amounts

**BPAY** – Complete details below \$ \_\_\_\_\_       **CREDIT CARD** – Complete details below \$ \_\_\_\_\_

**CSEF** – I am eligible to claim the 2022 Camps, Sports & Excursion Fund (Payments received from DET will be allocated to Excursion/Incursion fees or remain unallocated until an eligible fee is raised ie Swimming / Camp)



Amsleigh Park Primary School BPay Biller Code: 87361      Your Reference – see your family statement or contact school office

BPay Receipt Number: \_\_\_\_\_      Transaction Date: \_\_\_\_\_

**If you wish to pay by credit card, please complete the details below, place the completed form in a named SEALED envelope to maintain your credit card security, and return the envelope to the General Office.**

Cardholders Name: \_\_\_\_\_      Cardholders Signature: \_\_\_\_\_

Please charge my credit card:     MasterCard     VISA      Amount to be charged \$ \_\_\_\_\_

Card No.      Card Expiry Date: \_\_\_\_/\_\_\_\_      Cardholders Contact Phone No: \_\_\_\_\_

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Office Use Only - Receipt No: \_\_\_\_\_      Date: \_\_\_\_\_