

November 14, 2024

Dear Parents/Guardians,

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

We 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 financial 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 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. For 2024 there are no increases to our parent voluntary contributions.

* 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 DE 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 2024 school year.

Invoices can only be raised to family accounts when payment and a completed payment advice form is received. Payment can be made via Xuno, BPay, Credit/Debit Card or unallocated receipts/credit notes in family accounts.

Book Packs 2024

Information regarding student book packs has been emailed to families and is also included with this package. In 2024 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 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.

2024 Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Classroom consumables, materials & equipment</i> <ul style="list-style-type: none"> Literacy & Numeracy - cover paper, kinder squares, masking & sticky tape, cartridge paper, etc. (\$60) Art – paint, crayons, canvas, glitter, coloured paper, clay, glue, card, wool, fabric, wood, beading, felt, armature wire, (\$22) Inquiry Learning – Craft & Science materials (\$14) German – Craft materials, coloured paper & cardboard etc (\$10) STEM – PVA glue, cardboard, clips, art paper etc (\$10) Sports – equipment, ribbons, materials (\$12) Music/Performing Arts – Instruments, books, pens, markers & folders (\$10) Library – books, subscriptions (\$5) Student Wellbeing - Materials (\$5) 	\$148.00
<i>Online Subscriptions</i> <ul style="list-style-type: none"> Nessy Essential Assessment Study Ladder Xuno 	\$40
Technology ICT Devices – provision of devices from the shared classroom sets	\$50
Grounds Maintenance – Upkeep & Safety of our school grounds	\$50
Printing and photocopying of worksheets and learning materials	\$10
Other Contributions - for non-curriculum items and activities	Amount
School Sports Victoria membership	\$5.00
First aid equipment	\$8.00
Tax deductible contributions	
Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$
Extra-Curricular Items and Activities – (Optional Extras - User Pays)	Amount
Optional Annual School magazine / Yearbook – 1 per family	\$25
<p>PLEASE NOTE – As per DE policy, we can no longer pre invoice families.</p> <p>On return of the completed Financial Contributions Payment Advice, Invoices will be raised to family accounts for the selected items when payment has been received.</p>	

2024 Educational items for students to own – Book Packs

Parents can log on to the Office Corporate website www.booklistorders.com.au to view and order the items the school recommends you purchase for your child to individually own and use. Free Home delivery, for full pack orders placed until 11pm on December 4, 2023. Full packs ordered after this date will incur a \$6.95 delivery fee. If not ordering full packs, a packing fee of \$4.35 and home delivery fee of \$6.95 will apply.

2024 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 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.

2024 Extra-Curricular Items and Activities – Optional Extras - User Pays Basis	Amount Per Child
Incursions / Excursions – All Year Levels	Approx \$100
Grade 2 Sleepover / Grade 1 Late Stay	Approx \$20 / \$10
Grade 5/6 Interschool Sports program	Approx \$60
Camps to be scheduled – Grades 3-4 & Grades 5-6 only	Approx \$400
Swimming Program	Approx \$100

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 2024 Camps, Sports and Excursions Fund (CSEF) - For eligible Centrelink Card Holders, application forms available from the School General Office. New families and newly eligible families will need to complete an application form for 2024.

Existing families who claimed CSEF this year do not need to complete a 2024 application form

- 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 our Business Manager, Karen Hogan

Ph: 03 9544 1553 | Email: amsleigh.park.ps@education.vic.gov.au

2024 PAYMENT ADVICE

2024 Financial Contributions - please complete below and return to the general office if unable to complete the form in the Xuno App.



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		\$
TOTAL		\$

Payment methods - Payments for 2024 can be made via XUNO, BPay, Credit/Debit Card or Unallocated Credit Note/s

☐ Xuno \$ _____ ☐ BPAY – Details below \$ _____ ☐ CREDIT CARD - Details Below \$ _____

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

☐ CSEF – I am eligible to claim the 2024 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/debit 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: _____

