

October 30, 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 2025. For 2025 there are no increases to the requested contributions which is the 2nd year of no increases.

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 continues to make a huge difference to our school and the programs we can offer.

Don't schools get government funding? Yes, schools are funded to a standard which must pay for everything we need to operate as a school. Most of these funds are spent on utilities, relief teaching, maintenance of buildings and grounds, waste management, photocopiers etc, with a small amount left for curriculum and teaching.

Why are parents asked to contribute? We ask parents to contribute so we can offer a much higher standard of teaching and learning than we are funded for. This money directly supports students and is used to buy resources, consumables, equipment etc., which we know leads to better learning.

Can I use the \$400 school saving bonus (SSB) to pay this contribution or for Student Book Packs? No, the SSB can be used for excursions, camps, swimming and school uniforms. Having the SSB means families get relief from some of the more significant expenses of the school year and that's great for everyone. It will help to keep the cost of education down.

Remember, your contribution is an investment in a quality education for your child. We can either offer the 'standard (average)' quality we are funded for, or we can do better. We would like to think that we can do better than standard (average), but this requires the support of our whole school community. Whilst the recommended amounts will allow us to deliver the best standard of education, partial contributions can be made by filling in the amounts you would like to be invoiced for.

Rest assured we will only ask for funding needed to directly support students; these funds will never be used for anything else. See attached the Parent Payments Policy which explains what contributions schools can request.

Invoices for Parent Contributions can only be raised to family accounts when payment and the completed payment advice form is received. Payment can be made via Xuno, BPay, Credit/Debit Card or unallocated receipts from your family account.

Book Packs 2025

Information regarding the purchase of student book packs has been recently emailed to families and is also on our website. In 2025 parents have the option to purchase a book pack through our supplier, Office Corporate, or 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.

2025 Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Classroom consumables, materials & equipment</i> Literacy & Numeracy - cover paper, kinder squares, masking & sticky tape, cartridge paper, printing & photocopying of worksheets & learning materials (\$70) Art – paint, crayons, canvas, glitter, coloured paper, clay, glue, card, wool, fabric, wood, beading, felt, armature wire etc (\$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) Resilience Project 2025 Workbook – Required for all students (\$20) Online Subscriptions – Nessy, Essential Assessment, Study Ladder, Xuno (\$40) Technology ICT Devices – provision of devices from the shared classroom sets (\$30)	\$248.00
Other Contributions - For non-curriculum items and activities	Amount
Grounds Maintenance – Safety & upkeep of our school grounds	\$50.00
School Sports Victoria Affiliation	\$5.00
First aid equipment	\$10.00
Tax deductible contributions – Any amount would be greatly appreciated. Thank you	
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
PLEASE NOTE – As per DE policy, schools can no longer pre-invoice contributions. On return of the completed Financial Contributions Payment Advice, Contribution Invoices will be raised to family accounts for the selected items when payment has been received. Thank you	

2025 Educational items for students to own – Book Packs

Each year level has separate Book Lists as determined by the teachers. Please check the year level lists the school recommends you purchase from Office Corporate for your child to individually own and use.

Parents can log on to the Office Corporate website www.booklistorders.com.au to order and pay directly for their child's individual educational items. Free Home delivery, for full pack orders placed until 11pm on December 1, 2024. Full packs ordered after this date will incur a \$8.95 delivery fee. If not ordering full packs, a packing fee of \$4.95 and home delivery fee of \$8.95 will apply. The 2025 School Savings Bonus cannot be used to pay for Student Book Packs.

2025 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.

2025 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 2025 Camps, Sports and Excursions Fund (For eligible Centrelink Card Holders, application forms available from the School General Office)
- 2025 School Saving Bonus – Can be used for uniform purchases, camps, excursions, swimming etc.
- 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

2025 PAYMENT ADVICE

2025 Financial Contributions - please complete below and return to the general office. Invoices will then be raised to your family account and payments processed accordingly. Thank you

Parent Name/s: _____

Contact Phone Number: _____

Child 1: _____ Child 2: _____

Child 3: _____ Child 4: _____

Financial Contributions Payment Advice	No. of Children	\$ Total
2025 Curriculum Contributions - \$248		\$
2025 Grounds Maintenance - \$50		\$
First Aid Equipment - \$10		\$
2025 School Sports Victoria Membership - \$5		\$
Optional - Annual School Magazine / Year Book - 1 Per Family \$25	---	\$
Tax Deductible Donation- Building Fund		\$
TOTAL AMOUNT PAYING		\$

Payment methods - Payments for 2025 can be made via XUNO, BPay, Credit/Debit Card or Unallocated Receipts Credit Note/s from your family account – See Family statement (sent by email separately) for BPay information.

☐ 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 2025 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 this 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: _____