



"Growing, Caring, Achieving – Together"

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01/11/2023

Dear Parent/Guardian,

RE: PARENT PAYMENT POLICY

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

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 support has allowed us to run a wider offering of subjects and special curriculum experiences (Art; Japanese; Music; Sport); enhanced digital learning opportunities and the community kitchen garden.

Please find attached Clayton North Primary School's voluntary financial contribution schedule for 2024, which includes an overview of what your contributions will help us to provide for the students. Please Note – there will be no individual stationery book packs provided to students in 2024. All necessary educational and consumable items will be supplied directly to the classrooms in bulk and will be distributed to students as and when the supplies are needed.

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

Yours sincerely,

Sue Simadri
PRINCIPAL

Jolene Meinhardt
SCHOOL COUNCIL PRESIDENT

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
EDUCATIONAL ITEMS* <ul style="list-style-type: none"> • P – 6 Stationery packs – pens / pencils / colouring pencils; various workbooks; display folders; writing books; reading journal; handwriting book; Diary for senior school students 	\$60.00
CLASSROOM CONSUMABLES, MATERIALS & EQUIPMENT <ul style="list-style-type: none"> • Class materials – paint, crayons, glitter, coloured paper, glue, connector pens, 2B grip pencils; cover paper; tissues (\$20.00) • Art – materials, paint, clay, glue, coloured paper, card, glitter, crayons, beading, feathers, craft supplies; tissues (\$10.00) • Music – equipment (musical instruments & IT equipment; tissues (\$5.00) • Mathematics – numeracy blocks (\$5.00) • Japanese – craft materials; workbooks & cultural day; tissues (\$15.00) • Sports – ribbons; track & Equipment hire; Network affiliation fee; tissues (\$15.00) • Photocopying, printing, paper (\$5.00) LIBRARY – Books; book covering (\$10.00)	\$85.00
Online Subscriptions Junior School <ul style="list-style-type: none"> • Online learning programs (\$15.00) • Seesaw (\$8.00) • TESOL (Cost covered by School 2023) • Acer / Pat Assessment (Cost covered by School 2024) Senior School <ul style="list-style-type: none"> • Online learning Programs (\$15.00) • Seesaw (\$8.00) • OZ Phonics (Cost covered by School 2024) • TESOL (Cost covered by School 2024) • Acer / Pat Assessment (Cost covered by school 2024) 	\$23.00
ICT Devices <ul style="list-style-type: none"> • Provision of devices from the shared classroom sets – iPad; Laptops (\$20.00) • Headsets (\$10.00) 	\$30.00
Whole School Events <ul style="list-style-type: none"> • Athletics carnival – entry and transport (\$15.00) • Harmony Day Celebration (\$15.00) 	\$30.00

Other Contributions - for non-curriculum items and activities	Amount
School Sports Victoria membership	\$5.00
Student wellbeing programs	\$6.00
First aid equipment & supplies	\$6.00
School grounds maintenance; kitchen garden and chickens	\$10.00
Total Amount	\$255.00

Educational items for students to own

The Educational Items* (as per above cost \$60.00 per student) will be purchased in BULK from our third-party provider (WINC EDUCATION) in order to maximise savings for our families (bulk buying and GST savings). However, on request – a booklist can be provided to parents to purchase themselves either directly from our third-party provider or source the items wherever they feel they can get the items at a cheaper cost.

Extra-Curricular Items and Activities

Clayton North 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.** Families in receipt of CSEF (Camps; Sports; Excursion Funding) can use these funds to pay for these activities. These activities are invoiced to families each term.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
Optional incursion / excursion – will be invoiced and sent out with the permission form at the beginning of each term	\$TBA	
Optional School Camp – will be invoiced and sent home with the permission form	\$TBA	
Optional Interschool Sport Program - will be invoiced and sent home with the permission form	\$TBA	
Total Extra-curricular Items and Activities		\$TBA

Financial Support for Families

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

- the Camps, Sports and Excursions Fund provides \$150.00 per child to eligible families to attend Camps; sports and Excursions / Incursions. Applications are submitted in February – please see the office for the application and supply a copy of a concession / pensioner's card.
- State Schools' Relief provides financial support for eligible families to purchase clothing, uniforms at a reduced price – please contact the office for assistance.
- Establishment of flexible payment plans for Camps and other activities.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact either the Business Manager, Kym Goodwin on 03 9544 1522 or email: kym.goodwin@education.vic.gov.au or School Principal on 03 9544 1522 or email: sue.simadri@education.vic.gov.au

Total

Category	
Curriculum Contributions	\$ 228.00
Other Contributions	\$ 27.00
Extra-Curricular Items and Activities	\$ TBA

Additional Requirements

Prep – Year 2 1 x book bag; School uniform; School uniform hat (can be purchased at PSW)
1 x Art Smock

Year 3 – Year 6 School Uniform; School uniform hat (purchase from PSW); 1 x Art Smock

School Uniform Hat: All students **MUST** wear their hats outside during **Term 1** and from **1st September to the end of Term 4.**

Art Smock: This keeps the students' clothes clean during Art & Craft activities.

Payment methods

Parent Contributions towards the requested payments is essential to maintain the quality of education that we provide at Clayton North Primary School. Payment can be made:

- Electronically via **BPAY** (please contact the school office for your families BPAY Reference) **OR**
- **Bank Transfer:** Clayton North Primary School Official Bank
 - Account number: **231051286**
 - BSB No.: **083 001**
 - Ref No: **STUDENT LAST NAME / STUDENT ID** (contact school office for student ID).
 - Bank: **NAB**

Alternatively

- **CASH; EFTPOS; VISA; MASTERCARD** can be made directly at the school office as well as arrangements to utilise Centrepay.

Refunds

Clayton North Primary School

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 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 and any other relevant information.

Important Dates for 2024

Monday 29/1/2024 – Teacher's Planning Day (Pupil Free Day – no students at school)

Tuesday 30/1/2024 – 9.00am Prep to Grade 6 students commence school. **TO BE CONFIRMED.**

Foundation Students (Prep students) will not attend regular classes on Wednesdays for **the first 4 weeks** of Term 1, 2024 to allow for Government Prep Assessments. A Timetable for Wednesday Attendance for these Assessments will be arranged with your child's teacher. Monday; Tuesday Thursday; Friday will be regular attendance from 9.00am to 3.30pm (students to enter the classroom at 8.50am). Prep students will attend school every day as from Monday 26th February 2024.

REVIEW CYCLE

This policy was last updated on 17TH October 2023 and is scheduled for review in October 2024

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.