



Dear Parent/Guardian,

Alfredton Primary School is looking forward to another great year of teaching and learning and would like to advise you of Alfredton Primary School's voluntary financial contributions for 2023.

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 you 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 buy library books, update computer technology, have more IT support, help maintain our grounds, have more student support services and much more.

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

Yours sincerely,

**Laurel Donaldson**  
Principal

**Chris Brown**  
School Council President

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
All years classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper (\$10)</li> <li>• Science – supplies (\$5)</li> <li>• English – book boxes (\$5)</li> <li>• Sports – equipment (\$10)</li> </ul>	\$30
Printing and photocopying of worksheets and learning materials	\$30
Whole school events <ul style="list-style-type: none"> <li>• Athletics carnival - entry and transport (\$5)</li> <li>• Japanese Cultural day – Art supplies (\$5)</li> </ul>	\$10
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
Student wellbeing programs	\$10
First aid equipment	\$5
School grounds maintenance and improvements	\$10
It Support	\$5
<b>Total Amount</b>	<b>\$100</b>

**Educational items for students to own**

Attached is a booklist of items that the school recommends you purchase from Champion Books for your child to individually own and use.

**Extra-Curricular Items and Activities**

Alfredton 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.

You will be notified the cost and timeline for the items below as they become available.

<b>Extra-Curricular Items and Activities</b>	<b>Amount</b>
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School yearbook	Approx \$15
Optional Years 3, 4, 5 and 6 school camps	TBA
Optional Interschool Sports program	TBA
Other optional excursions to be scheduled	TBA
Optional Grade 6 Jacket	Approx \$50
Optional Grade 6 Graduation Lunch	Approx \$25

**Financial Support for Families**

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

- The Camps, Sports and Excursions Fund
- State Schools Relief
- Local community supports

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

Cathy Sharp – Business Manager

Ph: 03 5334 1572 | Email: cathy.sharp@education.vic.gov.au

**Total**

Category	
Curriculum Contributions	\$70
Other Contributions	\$30
Extra-Curricular Items and Activities	TBA

**Payment methods**

Costs will be kept to a minimum with payment requests/letters fair and reasonable.

To further assist parents/guardians, payment options are flexible - full payment, part payments and pay as you go for excursions/incursions.

Alternative payment options are available through the school and parents are encouraged to make an appointment with the school to discuss circumstances and available options.

Receipts will be issued to parents/families.

All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

The school offers the following payment methods

- Cash
- Eftpos
- Bpay
- Qkr

**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.

Policy last reviewed	October 2022
Approved by	School Council October 11 <sup>th</sup> 2022 Community notified Nov 2022
Next scheduled review date	November 2023

# 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.