



Dear parent/guardian,

Croydon Hills Primary School is looking forward to another great year of teaching and learning and would like to advise you of Croydon Hills 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 Voluntary Curriculum Contributions, fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer. **Essentially, it is your contributions that make Croydon Hills Primary School so special! Collectively your contributions allow us to provide opportunities and support above and beyond the traditional educational experience.**

Your 2022 Year 2 Voluntary Contribution of **\$346** contributes to:

- The provision of individual student book packs and general classroom stationery.
- The extensive resourcing of classroom equipment, materials, digital subscriptions, and consumables that enrich learning in English, Mathematics, Science, Visual Arts, Performing Arts, Indonesian, Physical Education, Sport and Digital Technologies.
- The viability of a dedicated Specialist Science program for every child every week. This includes costs associated to Science Teachers, our reptiles, and The Farm.
- Human resourcing of atypical staff:
  - Two Student Wellbeing Officers
  - A dedicated medically trained First Aid Officer
  - Additional Learning Enhancement (Literacy Support) Staff
  - A full-time Grounds and Facilities Officer
- The ongoing maintenance and beautification of our school grounds and facilities.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'C. Holdsworth'.

*Christian Holdsworth*  
*Principal*

A handwritten signature in black ink, appearing to read 'Sian'.

*Sian Jamison*  
*School Council President*



| <b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>   |  | <b>Amount</b>   |
|---|--|-----------------|
| Year 2 <ul style="list-style-type: none"> <li>• General Classroom materials, stationery and equipment (\$61)</li> <li>• English – book boxes, decodable readers/ take home readers, writer’s toolkits (\$15)</li> <li>• Mathematics – counters, dice, money, playing cards, dominoes, tens units, protractors, instruments for money, etc (\$10)</li> <li>• Specific materials and equipment for - The Arts (Visual Art and Performing Arts) /Science/Indonesian/Physical Education (\$30)</li> <li>• Sports – equipment/ribbons/trophies (\$10)</li> </ul> |  | \$126           |
| Year 2 Online Subscriptions <ul style="list-style-type: none"> <li>• Mathletics</li> <li>• Reading Eggs</li> <li>• Essential Assessments</li> </ul>   | <ul style="list-style-type: none"> <li>• Smart Spelling</li> <li>• Google Apps</li> <li>• PAT</li> <li>• Story box</li> <li>• Australia On-Line Program</li> </ul> | \$40            |
| Year 2 Chromebooks and IPADS – provision of devices from the classroom set  |  | \$62            |
| Year 2 Printing and photocopying of worksheets and learning materials   |  | \$20            |
| <b>Other Contributions - for non-curriculum items and activities</b>  |  | <b>Amount</b>   |
| Student and Parent Communication Tool - Compass   |  | \$28            |
| Enhanced Student Support – Science & Sustainability (inc. reptiles, farm and animals), extra curricular clubs, programs and resources   |  | \$20            |
| Enhanced Well-Being Support – Well-being Officers, programs and resources (inc. well-being play space and lunchtime programs)   |  | \$15            |
| Grounds and Facilities maintenance and enhancement – Full time Grounds Officer  |  | \$20            |
| First Aid/Hygiene Costs – Dedicated First Aid Officer 5 days a week   |  | \$15            |
| <b>Total Amount – Year 2 2022</b>   |  | <b>\$346.00</b> |



### **Educational items for students to own**

If you choose to pay the 'Voluntary Curriculum Contributions associated to General Classroom materials, stationery and equipment' your child's personal stationery and equipment will be delivered directly to your child's classroom for the start of the school year.

If you choose not to pay the 'Voluntary Curriculum Contributions associated to General Classroom materials, stationery and equipment', on this [LINK](#) is a list of items that the school recommends you purchase from MAXIM for your child to individually own and use. These items will be delivered to your home at your expense.

### **Extra-Curricular Items and Activities**

Croydon Hills Primary School offers a range of optional items and activities that are additional to the delivery of the standard curriculum. These items and activities are designed to broaden the school experience for your child.

Example: Optional camps and excursions/incursion as scheduled throughout 2022.

The cost of these excursions will be advised throughout the year. Cost – to be advised as events occur.

These are provided on a user-pays basis.

### **Total**

| <b>Category</b>                       |                                     |
|---------------------------------------|-------------------------------------|
| Curriculum Contributions              | \$248.00                            |
| Other Contributions                   | \$98.00                             |
| Extra-Curricular Items and Activities | As events occur throughout the year |
| <b>Total</b>                          | <b>\$346.00</b>                     |

### **Payment methods**

Payments can be made:

- Online through Compass – course confirmations. If you wish to set up a payment plan, you can elect to do so over 3 fixed instalment dates.
- At the office by cash, EFTPOS or credit card.



## Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- payment by instalment

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

Carol Wyatt

Ph: 03 9725 1206 | Email: [Croydon.hills.ps@education.vic.gov.au](mailto:Croydon.hills.ps@education.vic.gov.au)

## Refunds

Cash refunds will not be issued for non-attendance of camps/excursions/incursions or payment of parent charges.

- In the event of non-attendance due to illness, a credit may be allocated to the student's school account at the principal's discretion, which can be used to off-set other charges assigned to the student's school account.
- Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund is able to be provided.
- Where a "per head" fee is charged, a credit to the school account may be able to be given upon application/request.
- Where there is a combination of a bulk charge and a "per head" charge in an excursion e.g. visit to a zoo. Buses are charged at a bulk cost. Entry fee is per head cost. A full or part credit to school account of the "per head" component may be granted.
- Refunds are not available when the school will be out of pocket
- Where the student transfers to another primary school, the parent may apply in writing to the principal for a partial refund of essential items only which can be used to pay for essential items at the student's new school.

# 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.