



Croydon Hills Primary School

Parent Payment Arrangements

Dear Parent/Carer,

Croydon Hills Primary School is looking forward to another great year of teaching and learning and would like to advise you of our parent payment arrangements for 2021.

Croydon Hills Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

Croydon Hills Primary School has a proud tradition of providing the best possible educational opportunities for your children. The State Government provides a considerable proportion of the school's income, however this is not enough to meet the full provision of the necessary materials and equipment costs of running the school and providing a level of education that is desired and expected by our school community.

The Education and Training Reform Act 2006 provides for the provision of free instruction in the standard curriculum program. Free instruction includes learning and teaching, instructional supports, materials and resources, administration and facilities associated with the provision of the standard curriculum program. However, funding provided by the Federal and State Governments is insufficient to meet all of the requisite classroom materials.

The School Council, Principal and staff at Croydon Hills Primary School have undertaken to enhance the standard curriculum program by:

- Improving the academic excellence of our students through continual professional development of staff to apply the best research and practice in the classroom
- Enriching the student experience through enhanced Music, Art, Science, PE/Sport & Indonesian programs
- Providing additional resources eg, the ICT Lab and additional multi-purpose rooms
- Making available our Student Wellbeing Officers
- A dedicated First Aid Officer 5 days per week
- A full-time Grounds and Facilities Officer
- In 2021 we will be providing all students with a CHPS Wellbeing booklet, which will replace The Resilience Project Booklet. Our enhanced wellbeing booklet will incorporate aspects of – Positive Education (including character strengths and growth mindset), Respectful Relationships and U R Strong. This is a classroom based wellbeing program

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

CSEF - Camps, Sports & Excursion Fund

Eligible families (Healthcare card holders) qualify for \$125 per primary student. This money can be used for camps, sports and excursions but cannot be used towards payment for Essential Educational Items.

Our School Council is very conscious of minimising the costs to parents that arise from the education of your children. However, we are proud of the quality programs and facilities we offer and continued improvement of our resources is critical to maintaining these standards. Your support, both financial and in terms of time and ideas, is vital in maintaining our dynamic learning community.

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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

Payment Methods

Payments can be made online through Compass (preferred), by phone with a credit card or at the office by cash if necessary. Collection protocols may be modified this year, due to COVID-19 restrictions, confirmation to be provided shortly.

If you are paying cash we would ask you to bring the correct amount to the office rather than send it with students. If you pay through Compass please bring proof of payment, either on your phone or a printed copy, which will act as your "book collection voucher". If you pay through the office a **book collection voucher** will be provided which will enable you to quickly collect the books on the distribution day which best suits you.

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.

For further information on the Department's Parent Payment Policy please see a one page overview attached. Please also see link to view full policy. <https://www2.education.vic.gov.au/pal/parent-payment/policy>

Yours sincerely,

Christian Holdsworth
Principal

Sian Jamison
School Council President

Croydon Hills Primary School

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The following is a summary of the main principles of the Parent Payments Policy:



FREE INSTRUCTION

- Schools provide students with free instruction to fulfil the standard curriculum requirements as outlined in the Victorian Curriculum F-10, VCE and VCAL.



PARENT PAYMENT REQUESTS

- Schools do not ask parents to pay for school operating costs (e.g. utility costs) or general and unspecified charges.
- Schools request payments from parents under three categories:

Essential Student Learning Items

- Items and activities which the school deems essential for student learning.
- Parents may choose to purchase essential items through the school or provide their own.

Optional Items

- Items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum.
- These are provided to students on a user-pays basis.

Voluntary Contributions

- Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose.
- Students will not be disadvantaged in any way if parents do not make a contribution.



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 obtain school council approval for their parent payment arrangements and upload their arrangements on their school's public website for transparency.

Croydon Hills Primary School

Parent Payment Arrangements



Fee Schedule – 2021

Please find the itemised list of Essential Student Learning Items for your child. You may choose to purchase these items through the school or provide your own.

	Specifications		P-6
Essential Student Items and shared Bulk Classroom Items Can include - Stationery and consumables that the student takes home across P-6 (these items are replenished throughout the year to students as they run out)	<ul style="list-style-type: none"> - Pencils - Coloured Pencils - Rulers, erasers, glue, HB pencils, - Scissors - Pens - Textas - Fineliners - Whiteboard markers - Sharpeners 	<ul style="list-style-type: none"> - Loose-leaf paper - Notepad - Crayons - Triangular pencils - Tape - Highlighters - Pens 	\$85.00
Text books and or activity booklets that the student takes home can include -	<ul style="list-style-type: none"> - Well-being booklet - Home Reading Diary - Handwriting Books - Personal Dictionary - Head phones (preps/yr 3) - Grid books 	<ul style="list-style-type: none"> - Display books - Exercise books - Scrap books - Project books - Graph books - Dotted thirds books 	\$30.00
Material provided by the school when the student takes the finished article home	<ul style="list-style-type: none"> - Inquiry Learning /IL – craft items/paint/cardboard/glue/masking tape - Art material- paint/clay/glaze/textiles/glitter/cardboard/craft paper /Artliners /frames/cloth/plinth/coloured paper/balloons/ mosaic tiles/glass/grout mosaic/yarn/wooden threading shapes/stickers/laminating pouches/cellophane/pipe cleaners/popsicle sticks - PE - ribbons 		\$48.00
Computer Subscriptions That school deems essential to student learning can include -	<ul style="list-style-type: none"> - Mathletics - Reading Eggs - Essential Assessments - ACER/PAT/SPA Testing - Mathspace - Smart Spelling - Google Chrome Licence 		\$52.00
Total			\$215.00



Croydon Hills Primary School

Parent Payment Arrangements

Please note: Additional school charges will arise during the year such as camps, excursions and special activities which will be charged separately when permission forms are sent home.

Optional Items

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 as scheduled throughout 2021. The cost of these excursions will be advised throughout the year. Cost – to be advised as events occur.

Voluntary Contributions

Croydon Hills Primary School continues to welcome your voluntary contributions to support our school.

You can make a general voluntary contribution that goes towards all of our school's important priorities for 2021 as well as providing additional activities and services for all students.

There are facilities and services provided at Croydon Hills Primary School that are not covered by the essential services levy nor directly funded by the Department of Education. In order to provide high quality Digital Technology, well maintained grounds and facilities and a student wellbeing service, we invite families to make a voluntary contribution of \$100

<i>Item</i>	<i>Suggested amount</i>	<i>Tax Deductible</i>
Digital Technology	\$ 30	No
Grounds Projects and Maintenance	\$ 30	No
Student Well Being Services (well-being & first-aid officers)	\$ 40	No
Total Voluntary Contribution	\$100	

Digital Technologies

To enable our teachers to deliver rich learning experiences using innovative technology and teaching strategies, every classroom at CHPS has an interactive whiteboard or large screen interactive television. We have equipped our classrooms through the school with appropriate Digital Tools from Desktops, iPads, Notebooks and Chromebooks which are appropriate to their age and stage of learning. All students access the Computer Lab with 26 iMacs enabling individual use during those sessions. We also provide a wide range of support devices for specialised purposes and this includes devices students use for Coding, Cameras, Printers and a 3D Printer. Although our senior students make use of their personal iPad they also use desktops, notebooks, green screens and many other resources to make their learning come alive.

The provision of Digital Devices enables students to create digital stories, access programs that teach our students to become responsible digital citizens, communicate with their peers from cross the world and interact with a range of educational applications to complement classroom core curriculum.

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Parent Payment Arrangements



Buildings and Grounds Voluntary Payment explanation:

We are very fortunate as a school to have such a large and expansive site which enables our students to experience unmatched active and passive play spaces around our school. We take great pride in the spaces we have but they take significant funds to develop in the first place and then more to maintain. This work is done by our full-time on-site grounds person, who ensures that our grounds are attractive, enjoyable and importantly, safe.

This standard is not achievable with the funds which the Department provide for this purpose. We are finding that although our school was well built 30 years ago there are issues arising which require continued maintenance. We need parents support for the voluntary contribution to ensure that we can keep the wonderful outdoor assets we have up to standard but also to continue the ongoing development of our education environment.

Student Wellbeing Services

The school independently employs trained social workers and a dedicated first aid officer. Their salaries are funded directly from Voluntary Financial Contributions.

The school wellbeing officers (social workers) work in partnership with parents, classroom teachers, the leadership team and other allied health professionals to facilitate wellbeing programs for both individuals and groups of students. Given the needs of the world we live in, one with higher reported rates of depression, anxiety and self-imposed stress than ever before, our wellbeing team provide vital support to our community.

Our school also supports the physical health of our students by ensuring the Sick Bay is supervised by a First Aid Officer. In addition to the sick bay being staffed by our first aid officer, all staff are Level Two First Aid trained. This comes at a significant expense to the school but is a financial priority as it ensures all individual children's needs can be met to the best of the school's ability.

Your child will not be disadvantaged if you do not make a voluntary contribution. All records of voluntary contributions are kept confidential as well as your decision about whether to make a contribution or not.

Parent Payment Charges	\$
Essential Student Learning Items	\$215.00
Optional Items	TBA
Voluntary financial contribution	\$100.00
TOTAL	\$315.00

Book Collection

Your child's books and materials will be available for collection on

- Wednesday 16th December 2020 or
- Wednesday 27th January 2021, between the hours of 8.30---10.00am & 3.00---5.30pm, from the SCIENCE Room near the Performing Arts Centre.

Books can be collected upon payment of the Essential Education Items (\$215)