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 2023.

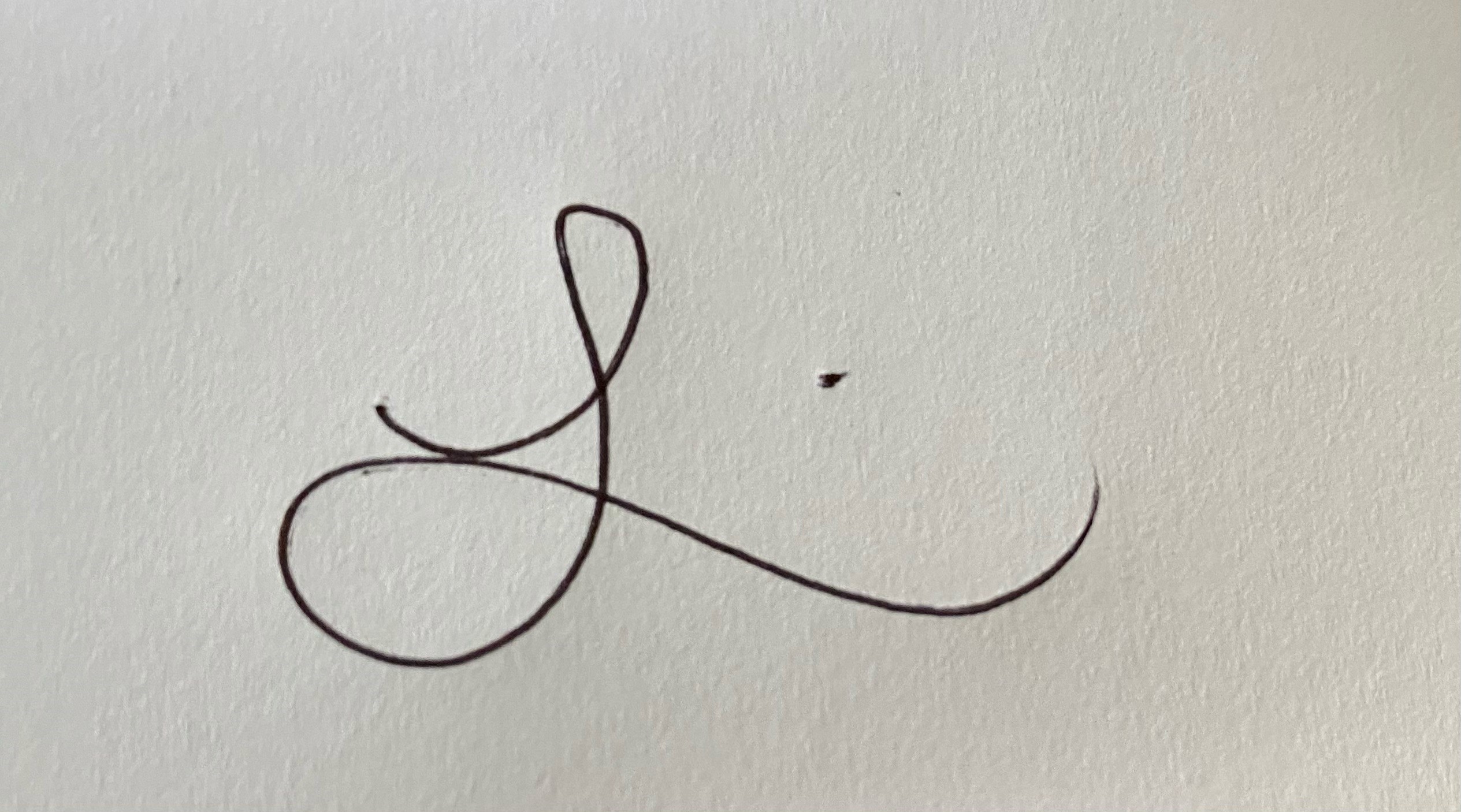
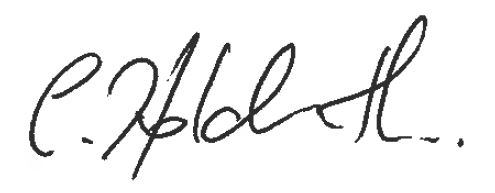
Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. Thank you for all your support, whether that’s through Voluntary 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 2023 Prep Voluntary Contribution of* ***$357*** *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, Library, Sport and Digital Technologies.
* The viability of a dedicated Specialist Science program for every child every week. This includes costs associated with Science Teachers, our reptiles, and The Farm.
* Human resourcing of atypical staff:
  + A full-time University-qualified Wellbeing Officer
  + A dedicated medically trained First Aid Officer
  + Additional Learning Enhancement (Literacy Support) Staff
  + A full-time Grounds and Facilities Officer
  + Library Specialist teacher (new in 2023!)
  + Digital Technologies teacher leaders (new in 2023!)
* 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,



*Christian Holdsworth Sian Jamison*

*Principal School Council President*

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| **Curriculum Contributions** - items and activities that students use, or participate in, to access the Curriculum | Amount |
| *Prep*   * *General Classroom materials, stationery and equipment (Book Pack)* | $69 |
| *Prep*   * *English – book boxes, decodable readers/ take home readers, multi-sensory consumables, mentor texts, Big books* * *Mathematics – counters, dice, money, playing cards, dominoes, instruments for money, etc* * *Specific materials and equipment for -*    + *The Arts (Visual Art and Performing Arts)*   + *Science*   + *Indonesian*   + *Physical Education/Sensory Motor Gym(SMG)*   + *Library*   + *Digitech Laboratory* | $70 |
| *Prep Online Subscriptions*   * *Maths Seeds* * *Reading Eggs* * *Essential Assessments* * *Google Apps* | $41 |
| *Prep IPADS – provision of devices from the class set* | $49 |
| *Prep Printing and photocopying of worksheets and learning materials* | $30 |
| **Total Curriculum Contributions** | **$259** |
| **Other Contributions -** for non-curriculum items and activities | **Amount** |
| *Student and Parent Communication Tool - Compass* | $28 |
| *Enhanced Student Support – Science & Sustainability (inc. reptiles, farm, animals), extra curricular clubs, programs and resources* | $20 |
| *Enhanced Well-Being Support – Well-being Officers, programs and resources (inc. well-being playspace 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 |
| *School Community Hardship Fund (suggested amount per family $30)* |  |
| **Total Other Contributions** | **$98.00** + (Hardship donation) |

**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’,* this[Link](https://docs.google.com/document/d/1i2Ah82x71o3-ZvQmUctah1ZfEzwPeyYB/edit) provides 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 enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the curriculum.

Example: Optional camps and excursions/incursion as scheduled throughout 2023. The cost of these excursions will be advised throughout the year.

These are provided on a user-pays basis.

**Total**

|  |  |
| --- | --- |
| **Category** |  |
| Curriculum Contributions | $259.00 |
| Other Contributions | $98.00 + (Hardship donation) |
| Extra-Curricular Items and Activities | As events occur throughout the year |
| **Total** | **$357.00** + (Hardship donation) |

### 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:

Julie Reid

Ph: 03 9725 1206 | Email: Croydon.hills.ps@education.vic.gov.au

### Refunds

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

* 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**

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|  | 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. |

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|  | 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). |

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|  | 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. |

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|  | 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. |

