

Dear Parent/Guardian,

Specimen Hill Primary School is looking forward to another great year of teaching and learning and would like to advise you of *Specimen Hill 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 fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Your voluntary contribution goes toward purchasing the books, pens, pencils and stationery items the school purchases for your child/children on your behalf. We do this to ensure all children have appropriate school equipment to use and that all is of the same quality. Also we order this material on your behalf so that it arrives at school before the year begins and this enables the classroom teachers to have it ready on day one, and there is no need for families to purchase book or stationery packs.

Within our school this support also allows us to offer a comprehensive curriculum; a wider offering of supportive programs and enhanced digital learning opportunities

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

Yours sincerely,

Wendy Jackson, School Principal

David Craggs, School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><i>Prep - Year 6 classroom consumables, materials & equipment</i></p> <ul style="list-style-type: none"> • <i>Art Supplies and materials</i> • <i>Classroom supplies eg. Pens, pencils, stationery, etc.</i> • <i>English – Reader bags, reading diary , book boxes, Sets of classroom books</i> • <i>Sports – equipment</i> • <i>Music equipment</i> <p><i>Prep - Year 6 Online Subscriptions: Mathletics; Reading Eggs; SeeSaw; Meraki mobile device management app.</i></p> <p><i>Prep - Year 6 ICT Devices – provision of devices from the shared classroom sets</i></p> <p><i>Prep - Year 6 Printing and photocopying of worksheets and learning materials</i></p>	
Suggested Amount for voluntary financial contribution	\$100.00

Extra-Curricular Items and Activities

Specimen Hill Primary School offers a range of 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. These activities are organised and made available to children during the year. For eg. Sports competitions for selected students; ICAS tests, School Camps; some excursions

Financial Support for Families

Specimen Hill PS understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund
- *Organising Centrepay payments*
- *State Schools Relief (uniforms)*

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact the school on 03 5443 5353.

Payment methods:

Cash; Eftpos; QkR; Direct Deposit

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.

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.