



Dear Parent/Guardian,

Selby Primary School is looking forward to another great year of teaching and learning and would like to advise you of Selby 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.

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 "D Orlandi".

David Orlandi  
Principal

A handwritten signature in blue ink, appearing to read "S Thompson".

Sarah Thompson  
School Council President



## 2022 VOLUNTARY FINANCIAL CONTRIBUTIONS SCHEDULE

Curriculum Contributions – Items and activities that students use, or participate in, to access the Curriculum	Amount
<ul style="list-style-type: none"> <li>Classroom consumables, materials &amp; equipment – student diary, paper, glue sticks, paint, pencils, pens, textas, highlighters, sharpeners, erasers, scissors, exercise books, scrap books, grid books, writing books, display books, craft supplies, sticky tape, laminating pouches</li> <li>Art – paint, crayons, canvas, glitter, coloured paper &amp; craft items</li> <li>Mathematics – workbooks, paper, calculators &amp; numeracy blocks</li> <li>English – workbooks, readers &amp; paper</li> <li>Physical Education – equipment, ribbons &amp; awards</li> <li>Japanese – pencils, glue sticks, exercise books, scrap books &amp; eraser</li> <li>Performing Arts – display books &amp; paper</li> <li>Kitchen classroom – cooking ingredients &amp; equipment</li> <li>Printing and photocopying of worksheets and learning materials</li> <li>ICT Devices – provision of devices from the shared classroom sets</li> <li>Online subscriptions – Sunshine On-line, Seesaw, Essential Assessments, Digital PM Readers, PAT &amp; Maths 300</li> </ul>	\$270
Other Contributions – for non-curriculum items and activities	Amount
<ul style="list-style-type: none"> <li>Student wellbeing programme</li> <li>Parent communication</li> <li>First aid equipment</li> <li>School buildings &amp; grounds maintenance and improvements</li> </ul>	\$150
<b>Total Amount</b>	<b>\$420</b>

Extra-Curricular Items and Activities	Amount
Optional Extra-Curriculum Activities – school based & outside of school hours - <ul style="list-style-type: none"> <li>Prep Teddy Bears Picnic</li> <li>Year 1 Wombat Corner Camp</li> <li>Year 2 Wombat Corner overnight Camp</li> <li>Year 3/4 Campaspe Downs Camp</li> <li>Year 5/6 Portsea Camp</li> <li>Excursions/Incursions</li> <li>Graduation</li> <li>Sporting events</li> </ul>	TBC



### **Curriculum Contributions**

Items and activities that students use, or participate in, to access the Curriculum.

### **Other Contributions**

Non-Curriculum items and activities to support the daily operation and objectives of Selby Primary School.

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

Selby 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. Details of these items and activities will be provided to students and families throughout the year.

### **Financial Support for Families**

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

- Camps, Sports and Excursions Fund which provides payments for eligible students to attend camps, sports and excursions.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact Nicky Tate on 03 9754 2675, or email [Selby.ps@education.vic.gov.au](mailto:Selby.ps@education.vic.gov.au)

### **Payment methods**

Parent contributions towards the requested payments is essential to maintain the quality of education that we provide at Selby Primary School.

Payment can be made electronically via Compass or EFTPOS at the office. Alternatively, please contact the office for BPAY details. We would appreciate payment by 31<sup>st</sup> January 2022.

### **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	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	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.