

30 October 2023

## Parent Payment Arrangements

Dear Parents /Guardians,

Newport Lakes Primary School is looking forward to another great year of teaching and learning and would like to advise you of the voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard Victorian Curriculum and we want to assure you that all contributions are voluntary. However, your ongoing support 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.

Our school only requests contributions for items that we believe add value to the school experience for students. All contributions go specifically towards items and activities that help improve your child's educational experience.

Within our School this support has allowed us to:

- grow and offer a wider range of subjects and special curriculum experiences, including enhanced digital learning opportunities by developing our online subscription platforms to better support students both at school and through remote learning
- purchase additional iPads for the younger year levels to use within their classes or from home which is further enhanced by the upgrading of the school for faster WIFI and internet
- Redevelop and Install a new senior school playground
- continually replenish the school library with an array of different books and provide classrooms with their own library corners and take-home books.

The contributions are clearly itemised, costed and categorised under the following headings:

- Curriculum Contributions
- Other Contributions, and
- Extra-Curricular Items and Activities.

Newport Lakes Primary School makes every effort to minimise the cost of items and activities to ensure they're affordable for all parents, and we review contributions annually.



### Financial Support for Families

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

- the Camps, Sports and Excursions Fund (available to eligible parents)
- Centrepay
- Locally raised funds
- State Schools Relief support for uniforms/footwear
- Second hand uniforms
- Local community support
- Special consideration, on a case-by-case basis, reduction in optional items such as school camps, and
- Arranging individual payment plans for Extra Curricular Items and Activities or flexible payment arrangements.

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

Kellie Holdich – Business Manager

Ph: 03 9391 8942 | Email: [kellie.holdich@education.vic.gov.au](mailto:kellie.holdich@education.vic.gov.au)

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

Yours sincerely,



David Moss  
PRINCIPAL



Steph Viljeon  
SCHOOL COUNCIL PRESIDENT



## Contribution Schedule

### Curriculum Contributions

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<ul style="list-style-type: none"> <li>Classroom resources and equipment for students – writing books, pens, pencils, textas, sharpeners, ruler, eraser, pencil case, craft materials</li> <li>Materials used by each child in the classroom which covers curriculum program and consumables used in the course of instruction in curriculum programs, both classroom and specialist, beyond basic instruction. Such as Numeracy Nights and Literacy Lights</li> <li>Literacy support including classroom materials, eBooks and subscriptions. As well as Phonics activities, Decodable books, take home books</li> <li>Maths - including workbook printing, testing programs, MAV, online and maths equipment including dice, counters and class sets</li> <li>Art and craft materials for visual arts and music – clay, paints, pastels, canvas, fabric, wool and foam</li> <li>Science – at school experiments – the purchase of supermarket products</li> <li>Health – classroom books and activities centred around wellbeing</li> <li>English – book boxes, author visits, reading material, classroom library books, novels and classroom display materials</li> <li>Printing photocopying and laminating of worksheets and learning materials</li> <li>LOTE, Drama &amp; Music – Costumes and accessories, music scores, instruments &amp; display materials</li> <li>ICT Devices (iPads) – provision of devices from the shared classroom sets and digital and online subscriptions including learning activities and assessment such as Lexia (new), Cengage learning, Decodable digital readers, Essential Assessment, Seesaw, Active Learn, Rapid Reading and other Apple iPad apps</li> </ul>	\$230
Whole school events: <ul style="list-style-type: none"> <li>Sports Day (Foundation – Yr2) onsite organised activities by external provider</li> <li>Sports Day (Yr3 -6) entry and transport</li> <li>LOTE Day – onsite organised activities, cultural theatre &amp; puppet show</li> <li>Indigenous Week – onsite organised activities by external provider</li> </ul>	\$30
<b>Total Curriculum Contributions</b>	<b>\$260</b>
Other Contributions - for non-Curriculum items and activities	Amount
<ul style="list-style-type: none"> <li>First Aid Officer (per student)</li> </ul>	\$50
Tax deductible contributions	
<ul style="list-style-type: none"> <li><b>Building Fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure (per student)</li> </ul>	\$50
<ul style="list-style-type: none"> <li><b>Library Fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource (per student)</li> </ul>	\$50
<b>Total Other Contributions (per student)</b>	<b>\$150</b>



### Extra-Curricular Items and Activities

Newport Lakes 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 to deliver the Curriculum. These are provided on a user pays basis.

If you would like your child/ren to participate in these excursions/ incursions, please pay the specified amount listed in the below table via Compass (preferred) or any of the payment methods listed. In addition to the excursions and incursions planned for each year level, the year 4 level and 5/6 year level camps are invoiced to families on a user pay basis (closer to the commencement date), if parents and guardians choose to participate in them. Our school strongly encourages all students to take part in these unique experiences and offers financial support to families in need.

Extra-Curricular Items and Activities	Amount
<ul style="list-style-type: none"> <li>• Excursions / Incursions:               <ul style="list-style-type: none"> <li>○ Year Foundation</li> <li>○ Year 1 – Year 2</li> <li>○ Year 3 – Year 6</li> </ul> </li> </ul>	\$100 \$115 \$130
<ul style="list-style-type: none"> <li>• Year 5/6 Interschool Sports program</li> </ul>	\$80
<ul style="list-style-type: none"> <li>• Optional Year 4 school camp</li> </ul>	TBA closer to the date and the cost of these activities will be advised via Compass
<ul style="list-style-type: none"> <li>• Optional Year 5/6 school camp</li> </ul>	
<ul style="list-style-type: none"> <li>• Water Safety Program</li> </ul>	
<ul style="list-style-type: none"> <li>• Grade 6 ‘Grad Wear’</li> </ul>	
<ul style="list-style-type: none"> <li>• School Photos – price depends on package bought by the family</li> </ul>	Paid to photo company
<b>Total Extra-Curricular Items and Activities</b>	<b>\$100 (Foundation)</b> <b>\$115 (Yr 1/2)</b> <b>\$130 (Yr 3/4)</b> <b>\$210 (Yr 5/6)</b>



## 2024 Contribution Schedule

A summary of the total Contributions for 2024 for each child is as follows:

	Other Contributions					Total
	Curriculum Contributions	First Aid Officer	Building Fund	Library Fund	Extra-Curricular Items and Activities	
Foundation	\$260				\$100	<b>\$510</b>
Yr 1/2	\$260				\$115	<b>\$525</b>
Yr 3/4	\$260	\$50	\$50	\$50	\$130	<b>\$540</b>
Yr 5/6	\$260				\$210	<b>\$620</b>

## Payment Methods

Compass (preferred)

Bpay – contact the school office for details of your family reference number

EFT – at the school office or via the telephone 9391 8942

Cash

## Refunds

Our school will consider requests for partial or full refunds of payments made by parents on a case-by-case basis, taking into account the individual circumstances.

Generally, we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment.



# 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.