

November 2022

Dear Parent/Guardian,

Re: 2023 Parent Payments – YEAR 4

Ormond Primary School is looking forward to another great year of teaching and learning and would like to advise you of Ormond Primary School 's voluntary financial contributions for 2023.

Department of Education and Training funding allows schools to 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 through parent contributions ensures that our school can offer the best possible education and support for our students. We want to thank you for all you 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.

We invite you to support our school by making a Curriculum Contribution, so that we can continue to provide these opportunities for all students We want to thank you for all you support, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs and facilities we can offer.

Within our school this support has allowed us to implement high quality specialist programs at the school including Visual Arts, Performing Arts, Science, and STEM; enhanced digital learning opportunities with provision and access to laptops and iPads; and the upgrade and maintenance of our playgrounds and school buildings.

**Family invoices will be open for payment via Compass in January 2023.** Please find attached the fee schedule and breakdown of student charges and family contributions. As was the case in 2022 schools can no longer purchase books on behalf of the parents. Whilst Maxim is the school's preferred supplier of student stationery, families may purchase this from elsewhere if they wish. If parents wish to purchase books from Maxim, please refer to the attached book list (Appendix B) for information regarding this process. **Please note that for books to be delivered to the school prior to the 27<sup>th</sup> January 2023 they must be ordered and paid for by Friday 9<sup>th</sup> December 2022. Any books ordered and paid for after this date will not be delivered to the school prior to the commencement of the school year. If you have any queries please don't hesitate to contact us.**

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

Yours sincerely,

*Kerri McLeod*  
Kerri McLeod  
Principal

*Nerida Crake*  
Nerida Crake  
School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><i>Year 4 classroom consumables, materials &amp; equipment</i></p> <ul style="list-style-type: none"> <li>• <i>General Classroom Activities/Consumables including Literacy and Numeracy – Maths Equipment, Take Home Books and craft materials)</i></li> <li>• <i>Visual Art – paint, crayons, canvas, glitter, coloured paper</i></li> <li>• <i>Performing Arts – Musical Instruments</i></li> <li>• <i>STEAM (Science, Technology, Engineering and Mathematics) – includes electronic components; supplies for experiments and craft materials</i></li> <li>• <i>Sports – equipment</i></li> </ul>	\$155.00
<p><i>Year 4 Online Subscriptions</i></p> <ul style="list-style-type: none"> <li>• <i>Essential Assessment (Numeracy and Literacy), Wushka , Online Learning Programs</i></li> </ul>	\$70
<i>Year 4 ICT Devices – provision of devices from the shared classroom sets</i>	\$50.00
<i>Year 4 Printing and photocopying of worksheets and learning materials</i>	\$30.00
<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<i>Student wellbeing programs</i>	\$15.00
<i>First aid equipment</i>	\$10.00
<p><i>School grounds maintenance and improvements – these funds will be used to employ a maintenance handyman and assist with a wide range of maintenance of fixtures, fittings and maintenance of buildings, gardens and play spaces.</i></p> <p><i>SUGGESTED AMOUNTS FOR GROUNDS AND MAINTENANCE CONTRIBUTIONS ARE:</i></p> <p><i>\$25.00      \$50.00      \$100.00      \$200.00      \$500.00      OTHER</i></p>	\$
<b>Tax deductible contributions</b>	
<p><b>Building Fund.</b> <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</i></p> <p><i>SUGGESTED AMOUNTS FOR BUILDING CONTRIBUTIONS ARE:</i></p> <p><i>\$25.00      \$50.00      \$100.00      \$200.00      \$500.00      OTHER</i></p>	\$
<b>Total Amount</b>	\$

#### Educational items for students to own

**Whilst Maxim is the school's preferred supplier of student stationary, families may purchase this from elsewhere if they wish. If parents wish to purchase books from Maxim, please refer to the attached book list (Appendix B) for information regarding this process.**

## Extra-Curricular Items and Activities

Ormond 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. For example, school photos, excursions, incursions, swimming and other events. These will be invoiced separately throughout the year and are **provided on a user-pays basis**.

Extra-Curricular Items and Activities	Amount
<i>Swimming Program including lessons, pool hire and transport costs</i>	TBA
<b>Total Extra-curricular Items and Activities</b>	

## Financial Support for Families

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

- **CSEF (Camps, Sports and Excursions Fund)**

If you hold a valid means tested concession card or are a temporary foster parent, you may be eligible for CSEF. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child.

Resources:

[CSEF Financial Assistance Information for Parents](#) can be found on the school website or available from the school office. [CSEF Application Form](#) can be found on the school website or available from the school office.

- **State Schools' Relief**

You will get help with school uniforms if your child is starting Foundation or year 7 and is eligible for CSEF (see above). State Schools' Relief will provide basic uniform items or a voucher if your student meets the criteria.

Help may also be available if you are facing:

Health issues resulting in serious financial difficulty; house fires where school clothing is lost; natural disasters, or serious financial difficulty.

Resources:

[Department of Health & Education Website \(DET\)](#)

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

- Jan Cassidy (Business Manager) on 9578 1327 or email [ormond.ps@education.vic.gov.au](mailto:ormond.ps@education.vic.gov.au) to discuss possible support options and flexible payment arrangements. Any information about your financial circumstances, payment arrangements or status is strictly confidential.

## Total

### Category

Curriculum Contributions	\$
Other Contributions	\$

**Payment methods**

Family invoices will be open for payment via Compass in January 2023.

**Please note that as of 1<sup>st</sup> January 2022 it will no longer be a Department of Education & Training requirement to issue school receipts if you pay parent contributions via Compass. Receipts will still be issued for any parent contributions paid at the office and Tax deductible receipts for donations made to the Building Fund.**

It is the school's preference that all payments are made via the Compass Parent Portal as you will be able to complete all annual school agreements required at the same time. Compass accepts Visa Debit and Credit cards.

The automatic option for Payment Plans on Compass is no longer available. If you wish to pay your parent payments via instalments please contact Jan Cassidy (Business Manager) on 9578 1327 or [ormond.ps@education.vic.gov.au](mailto:ormond.ps@education.vic.gov.au).

Manual payments can be made at the office by credit card or EFTPOS. If you choose this option you must still access Compass to complete the annual school agreements. Manual payments will not be accepted over the phone or by writing credit card details on the bottom of the payment slip.

**Donations to the Building Fund are tax deductible and a separate tax deductible receipt will be issued**

**DET Payment Policy** *Refer to Appendix 'A' for detailed information*

For further information on the Department's Parent Payments Policy please read the one page overview attached – 'DET – Parent Payments Policy'. Or visit our school website for the complete DET parent payment policy

**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.

## APPENDIX A - 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.

