

15<sup>th</sup> November 2023

Dear Parent/Guardian,

Parktone Primary School is looking forward to another great year of teaching and learning when school resumes in 2024.

Schools provide students with free instruction to fulfil the standard curriculum requirements 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 your support, whether that is through your contributions, fundraising or volunteering your time. This has made an enormous difference to our school and the programs we can offer.

Within our school this support has allowed us to provide an enriched learning and teaching program for every student which is highly valued by our school community. At Parktone Primary School we design and develop learning and teaching programs drawing on the best education knowledge and practices and strive to offer broad and enriched opportunities to students that are above and beyond what is required in the standard curriculum, and which is provided for by government funding. Your recent support has allowed us to: -

- Maintain classroom resources such as take-home books, classroom libraries and hands on resources.
- Offer a wide range of subjects and special curriculum experiences for our students across all year levels, through the purchase of quality art, physical education equipment and resources.
- Upgrade and purchase of additional IT devices providing enhanced digital learning opportunities in all curriculum areas.
- Provide our new library with resources and furniture.
- Provide resources for the Inclusion Lounge
- Continue the upkeep and maintenance of school grounds and employ a groundsman ensuring a safe and attractive environment for all who use the facilities.
- Replace old and broken furniture.
- Support the Therapy Dog Program.
- Provide assistance to families in need.

We would like to advise you of Parktone Primary School's voluntary financial contributions for 2024. Please refer to the attached. The schedule of contributions is provided to families prior to the end of the school year for planning purposes. Further information will be provided at the commencement of the 2024 school year via Compass.

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

Kind regards,



Genevieve Casonato  
**Principal**



Adrian Fitzgerald  
**School Council President**

# Year 1, 2024 Curriculum Contributions

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount																											
<p><i>Classroom consumables, materials &amp; equipment</i></p> <ul style="list-style-type: none"> <li><b>Classroom (\$113)</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>- Cloth Cleaning Microfibre</td> <td>- Crayons Twistable</td> <td>- Diary</td> </tr> <tr> <td>- Document Wallet</td> <td>- Exercise Books 24mm</td> <td>- Glu Sticks</td> </tr> <tr> <td>- Graph Books</td> <td>- Handwriting Conventions</td> <td>- Headphones With Bag</td> </tr> <tr> <td>- Labels Personalised</td> <td>- Whiteboard Markers Bullet Tip</td> <td>- Markers Mega Educational Colours</td> </tr> <tr> <td>- Mesh Pouch</td> <td>- Pencils HB</td> <td>- Pencil Red Checking</td> </tr> <tr> <td>- Pencils Triplus Jumbo 2B</td> <td>- Pencils Coloured Crayola</td> <td>- Project Books 24mm</td> </tr> <tr> <td>- Ruler</td> <td>- Scissors</td> <td>- Scrap Books</td> </tr> <tr> <td>- Sharpener</td> <td>- Story Books Writer Premium</td> <td>- Take-Home Reading Diary</td> </tr> <tr> <td>- Whiteboard</td> <td>- Writing Books Premium</td> <td>-</td> </tr> </table> </li> <li>Visual Arts (\$30) – paint, crayons, canvas, glitter, coloured paper, clay</li> <li>Japanese (\$10) – workbooks, pencils, crayons, glue sticks, craft materials</li> <li>STEAM (Science, Technology, Engineering, Arts and Mathematics) (\$30) – craft materials, science exercise book/design book, supplies for experiments, cooking ingredients, gardening supplies</li> <li>Leader In Me (\$10) – cooking, gardening, craft materials</li> </ul>	- Cloth Cleaning Microfibre	- Crayons Twistable	- Diary	- Document Wallet	- Exercise Books 24mm	- Glu Sticks	- Graph Books	- Handwriting Conventions	- Headphones With Bag	- Labels Personalised	- Whiteboard Markers Bullet Tip	- Markers Mega Educational Colours	- Mesh Pouch	- Pencils HB	- Pencil Red Checking	- Pencils Triplus Jumbo 2B	- Pencils Coloured Crayola	- Project Books 24mm	- Ruler	- Scissors	- Scrap Books	- Sharpener	- Story Books Writer Premium	- Take-Home Reading Diary	- Whiteboard	- Writing Books Premium	-	<b>\$193</b>
- Cloth Cleaning Microfibre	- Crayons Twistable	- Diary																										
- Document Wallet	- Exercise Books 24mm	- Glu Sticks																										
- Graph Books	- Handwriting Conventions	- Headphones With Bag																										
- Labels Personalised	- Whiteboard Markers Bullet Tip	- Markers Mega Educational Colours																										
- Mesh Pouch	- Pencils HB	- Pencil Red Checking																										
- Pencils Triplus Jumbo 2B	- Pencils Coloured Crayola	- Project Books 24mm																										
- Ruler	- Scissors	- Scrap Books																										
- Sharpener	- Story Books Writer Premium	- Take-Home Reading Diary																										
- Whiteboard	- Writing Books Premium	-																										
<p><i>Online subscriptions</i></p> <ul style="list-style-type: none"> <li>Leader In Me (\$18)</li> </ul>	<b>\$18</b>																											
<p><i>Musical Instruments – provision of class sets</i></p>	<b>\$20</b>																											
<p><i>Assessments</i></p> <ul style="list-style-type: none"> <li>Essential Assessment Numeracy (\$11)</li> <li>SPA Data Tracker (\$8)</li> </ul>	<b>\$19</b>																											
<p><i>Printing and photocopying of learning materials</i></p>	<b>\$20</b>																											
<b>Total Curriculum Contributions</b>	<b>\$270</b>																											

Other Contributions – for non-curriculum items and activities	Amount
<i>Student and parent communication tool - Compass</i>	<b>\$20</b>
<i>First aid and hygiene costs</i>	<b>\$10</b>
<i>eLearning.</i> Contributions enable the school to purchase and maintain devices that will enhance the learning of all students <i>(Suggested amount of \$50 or you may wish to nominate an amount)</i>	<b>\$50</b>
<i>Student Assistance Fund.</i> Contributions help the school provide extra-curricular items and activities to families due to demonstrated financial hardship <i>(Suggested amount of \$50 or you may wish to nominate an amount)</i>	<b>\$50</b>
<i>School grounds maintenance and improvements (Suggested amount of \$50 or you may wish to nominate an amount)</i>	<b>\$50</b>
<b>Total Other Contributions</b>	<b>\$180</b>

Tax deductible contributions	
<i>Library fund.</i> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. <i>(Suggested amount of \$50 or you may wish to nominate an amount)</i>	<b>\$50</b>

**Extra-Curricular Items and Activities – provided on a user-pays basis**

Parktone 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. 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

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

- the Camps, Sports and Excursions Fund
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities
- Student Assistance Fund

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Nadine Robinson (Business Manager) or Genevieve Casonato (Principal) on 03 9580 1207, or email: [parktone.ps@education.vic.gov.au](mailto:parktone.ps@education.vic.gov.au)

Category	Total
Curriculum Contributions	\$ 270
Other Contributions ( <i>suggested amount</i> )	\$ 180
Tax Deductible Contributions ( <i>suggested amount</i> )	\$ 50
<b>Total</b>	<b>\$ 500</b>

### Payment methods

There are several payment options available through the school: -

- Compass (preferred method)
- Direct Debit – Parktone Primary School  
BSB: 063-144  
Account No: 1008 3779
- BPAY (please contact the school to obtain your unique BPay Code)
- EFTPOS facility (at the school office or over the phone)

Further details regarding payments will be made available via Compass at the commencement of the 2024 school year.

### 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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- 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.