



November 2022

## Parent Payments Policy 2023 Parent Payment Arrangements

Dear Parents/Guardians

Officer Primary School is looking forward to another great year of teaching and learning and would like to advise you of the voluntary financial contributions schedule for 2023.

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 your support, either financial or volunteering of time. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to organise and coordinate the best possible programs outside of the traditional teaching and learning classroom structure. These financial contributions assist us with the purchasing of art, science and physical education equipment and resources. This in turn supports them to be exemplary programs, together with our exceptional classroom teaching of the established subjects such as Reading, Writing and Maths.

Please find attached Officer Primary School's voluntary financial contributions schedule for 2023, which includes an overview of what your contributions will help us to provide. Please note - there will be no individual book packs provided to students. All necessary consumable items will need to be purchased by the families, we have a supplier that you can order from directly and the supplies can be delivered to the school with your child/s name on the package.

### **BOOK ORDERS**

The website where you can order your book packs from is [www.officecorporate.com.au/OfficerPSbooklists](http://www.officecorporate.com.au/OfficerPSbooklists) it is only for our school. You click on the year level/s pack that you want to order. When you get to the checkout you type in Officer23 and that will deduct the postage and handling. If you order after the 1st December 2022 you will unfortunately have to pay postage and handling.

**The cut-off date is Thursday 1st December for free delivery. After that date you can still order, but you will need to pay a delivery charge of \$6.95.**



Department of Education guidelines now mandate that schools are **UNABLE** to provide parents with a statement of fees. With this in mind, parents are asked to please review the recommended financial contributions schedule below for an indication of contributions for your child/ren.

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

Yours sincerely,

Mati Azadzo  
Principal

Karen Hutchinson  
School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Classroom consumables, materials &amp; equipment</i> <ul style="list-style-type: none"> <li>Classroom – cover paper, craft supplies, printing of student materials etc</li> <li>Art – paint, crayons, canvas, glitter, coloured paper, glue, card, wool, material, clay, beading etc.</li> <li>Science – ingredients, books, shared classroom materials</li> <li>Mathematics – numeracy blocks, calculators, stationery, maths kits</li> <li>English – book boxes, class sets, novels, readers</li> <li>Physical Education &amp; Sport – ribbons, materials, equipment</li> <li>Library – books, subscriptions</li> </ul>	\$ 60
<i>ICT Devices – provision of devices from the shared classroom sets</i>	\$ 10
<i>Whole school events</i> <ul style="list-style-type: none"> <li>Athletics carnival - entry and transport</li> <li>Cross Country</li> </ul>	\$ 10
Other Contributions - for non-curriculum items and activities	Amount
<i>Maintaining school grounds – eg mowing, maintaining gardens etc. per family</i>	\$ 20
<i>Building Fund</i>	\$ 20
<b>Total Amount</b>	<b>\$120</b>

### Extra-Curricular Items and Activities

Officer 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.

No payment is required for these items or activities at this time – permission forms and payment requests will be sent out to families throughout 2023.



Extra-Curricular Items & Activities
<i>Optional Grade 6 Polos &amp; Hoodies</i>
<i>Optional Whole school photos</i>
<i>Optional Year 3-6 school camp</i>
<i>Optional swimming program</i>
<i>Optional Year 4-6 Interschool Sports program</i>
<i>Other optional excursions to be scheduled</i>

### Financial Support for Families

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

- The Camps, Sports and Excursions Fund (CSEF)
- State Schools Relief

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Julie Barrow, Business Manager, 5943 2315 or [julie.barrow@education.vic.gov.au](mailto:julie.barrow@education.vic.gov.au).

### Payment methods

- *Cash*
- *EFTPOS*
- *BPay*

### 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 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:

<b>Curriculum Contributions</b>	<b>Other Contributions</b>	<b>Extra-Curricular Items and Activities</b>
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.