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November 2023

Dear parent/guardian,

Ardeer South Primary School is looking forward to another great year of teaching and learning and would like to advise you of Ardeer South's voluntary financial contributions for 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 all your ongoing support as part of our ASPS community, whether that is through fundraising, volunteering your time or making voluntary contributions. By families supporting our voluntary contributions, we are able to refresh our educational resources and keep our buildings and grounds maintained to a high standard that our ASPS community deserves and expects. These all make a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to provide a high standard of Literacy and Numeracy resources for all student, as well as assist us with the purchasing of art, science and physical education equipment. These financial contributions have gone towards enhancing the schools digital learning opportunities and continuing to upgrade the Visual Art Room and Library.

**We are again offering a discounted price of \$200 for payments that are made prior to the end of this year.**

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

Yours sincerely,

Andrea Markham  
Principal

Vu Nguyen  
School Council President

## 2024 Parent Payment Form

Student Name: \_\_\_\_\_ Year Level for 2024: \_\_\_\_\_

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>● <i>Individual Student Book Pack/Classroom items – Writing Books, Scrap Books, Pencils, Pens, Crayons, Sharpener, Glue Sticks, Display Books, writing books, scrapbooks, scissors, ruler, etc.</i></li> <li>● <i>Art – paint, crayons, canvas, glitter, coloured paper.</i></li> <li>● <i>Mathematics – numeracy blocks &amp; materials, calculators, stationery</i></li> <li>● <i>English – Book boxes, class sets, novels. Readers, stationery</i></li> <li>● <i>Physical Education &amp; Sports – Equipment, Materials</i></li> </ul>	\$50
<p><i>Online Subscriptions</i></p> <ul style="list-style-type: none"> <li>● <i>Compass – online portal and communication, student reporting</i></li> <li>● <i>Essential Assessment</i></li> </ul>	\$20
<i>ICT devices – provision of devices from the shared classroom sets</i>	\$20
<i>Printing and photocopying of worksheets and learning materials</i>	\$10
<i>Supplementary classes within the schools swimming and water safety program and associated costs (10 day intensive swimming program attended by all students includes transport and lesson)</i>	\$100
<b>Total Curriculum Contributions</b>	<b>\$200</b>

Other Contributions - for non-curriculum items and activities	Amount
<i>School grounds maintenance and improvements</i>	\$20
<i>Student Wellbeing Programs</i>	\$20
<b>Total Other Contributions</b>	<b>\$40</b>

Extra-Curricular Items and Activities	Amount
<p><i>Ardeer South Primary School offers a range of optional items and activities that enhance or broaden the schooling experience of students. <b>These are provided on a user-pays basis.</b> 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.</i></p> <ul style="list-style-type: none"> <li>● <i>Optional Incursions, Excursions and school camps that are additional to the delivery of the standard curriculum.</i></li> <li>● <i>Optional Whole School Photos</i></li> <li>● <i>Optional Interschool Sports Program</i></li> <li>● <i>Optional Year 6 Bomber Jacket</i></li> </ul>	
<b>Total Extra-Curricular Items and Activities</b>	<b>\$0</b>

Category	Totals
Curriculum Contributions	\$ 200
Other Contributions	\$ 40
Extra-Curricular Items and Activities	\$ 0
<b>Total</b>	<b>\$ 240</b>

### Payment Methods

- *Cash*
- *EFTPOS available at the school office.*
- *Direct deposit to the school's bank account.*

*Commonwealth bank: 063 172 - 10166979*

### Payment details:

\$\_\_\_\_\_ cash enclosed

\$\_\_\_\_\_ EFT (payment at office)

\$\_\_\_\_\_ Direct Deposit

### Financial Support for Families

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

- *the Camps, Sports and Excursions Fund (CSEF). Eligible to Health Care Card holders*
- *State Schools Relief (SSR)*
- *Individual Payment Plans*

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

Emma Mifsud, Acting Business Manager | Ph: 03 93632768 | Email: ardeer.south.ps@education.vic.gov.au

### 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.

Curriculum Contributions	Other Contributions	Extra-Curricular Items and Activities
<p>Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.</p> <ul style="list-style-type: none"> <li>• <b>General classroom materials and equipment</b> (e.g. shared classroom stationery, paper, posters/charts, craft items, classroom libraries, readers)</li> <li>• <b>Subject specific materials and equipment</b> (e.g. materials for English, Mathematics, Language, Science, Art, Music, Physical Education)</li> <li>• <b>Provision and upkeep of school devices, peripherals and ICT</b> (e.g. devices owned by the school, class sets, device configuration, maintenance, server/system costs)</li> <li>• <b>Photocopying and printing for students</b> (e.g. printed learning resources)</li> <li>• <b>Curriculum activities</b> (e.g. excursions, incursions, camps, whole-school carnivals, including transport and entry)</li> <li>• <b>Digital and online subscriptions for learning</b></li> <li>• <b>Assessments</b> (e.g. online standardised testing)</li> <li>• <b>Supplementary classes within the school's swimming and water safety program and associated costs</b> (attended by all students)</li> <li>• <b>Student planners / diaries</b></li> </ul>	<p>Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.</p> <ul style="list-style-type: none"> <li>• <b>Sports affiliation costs</b> (e.g. School Sports Victoria affiliation)</li> <li>• <b>Student and parent communication tools</b></li> <li>• <b>Enhanced student support</b> (e.g. learning support programs, tutoring, homework clubs)</li> <li>• <b>Enhanced wellbeing support</b> (e.g. wellbeing programs, school counsellors, mental health practitioners)</li> <li>• <b>Engaging staff through local payroll</b> (e.g. groundskeepers, additional wellbeing and learning support staff)</li> <li>• <b>School buildings and grounds maintenance and enhancement</b> (e.g. Building Fund)</li> <li>• <b>Library maintenance and enhancement</b> (e.g. Library Fund)</li> <li>• <b>First aid and hygiene costs</b></li> </ul>	<p>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.</p> <ul style="list-style-type: none"> <li>• <b>Optional items to keep</b> (e.g. yearbook, school photos, recording of school concert)</li> <li>• <b>Optional Extra-Curricular Activities - school based</b> (e.g. camps, excursions, incursions, guest speakers, sport carnivals and events)</li> <li>• <b>Optional Extra-Curricular Activities - outside of school hours</b> (e.g. social, graduation, award ceremonies)</li> <li>• <b>Alternative curriculum programs</b> (e.g. Montessori, Steiner, Language Immersion)</li> <li>• <b>Private instrumental music lessons and instrument hire</b></li> <li>• <b>Entry into academic competitions</b></li> <li>• <b>Additional swimming classes and associated costs</b> (optional and outside the standard swimming and water safety program)</li> </ul>




## 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	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.