



# ALTONA PRIMARY SCHOOL

Knowledge & Nurturing by the Bay

15<sup>th</sup> December 2023

Dear Parents and Carers,

Altona Primary School is looking forward to another great year of teaching and learning and would like to advise you of the school'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, it is these contributions made by our parent/carer community over the years of your child's schooling, that provides our school with an enriched learning and teaching program and the environment and resources that we can enjoy today and continue to improve upon.

We want to thank you for all your support, whether that is through contributions, fundraising or volunteering your time. The financial support ensures that we can continue to provide the excellent range of facilities, curriculum materials and resources for your children.

Within our school this support has allowed us to:

- provide materials and resources for engaging and hands-on classroom experiences in English, Mathematics, Science and Technology.
- purchase equipment and resources to enrich our specialist programs, PE, Music, Art and Auslan
- invest in brand new computers and electronic devices including robotics, ipads and cameras
- maintain and further enhance the school grounds and playground equipment
- replenish our library and classroom books, investing in new and updated material drawing on the best evidenced-based educational knowledge and practices

Your generosity will continue to support us to provide year level and specialist team budgets, maintain and improve our school's building and grounds, and replenish and renew classroom and digital resources. Without your contributions, many of these things may not be possible.

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

Yours sincerely,

Sarah Afioni  
Principal

Said Shafa  
School Council President

**COMPASS IS OPEN FOR 2024 PAYMENTS FROM EARLY JANUARY**

<b>Curriculum Contributions</b> - items and activities that students use, or participate in to access the Curriculum	<b>Amount</b>
<i>Classroom consumables, materials &amp; equipment</i>	
<ul style="list-style-type: none"> <li>Classroom stationery (including workbooks, paper, pens, pencils, textas, glue, scissors, sharpener, erasers, markers, planners, diaries, document wallets etc)</li> <li>Art (including paint, crayons, canvas, glitter, paper, clay)</li> <li>Digital and online subscriptions for Mathematics and English</li> <li>ICT devices including robotics, class sets of iPads and laptops</li> <li>Printing and photocopying of learning resources</li> <li>Reading materials</li> <li>Science equipment and consumable materials</li> <li>PE/Sports equipment</li> <li>Music equipment - purchase and repair</li> </ul>	<p>\$60</p> <p>\$20</p> <p>\$20</p> <p>\$10</p> <p>\$10</p> <p>\$20</p> <p>\$20</p> <p>\$10</p> <p>\$10</p>
<b>Total Curriculum Contributions</b>	<b>\$180</b>
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
<i>First aid and hygiene costs, training, and materials</i>	\$10
<i>Student wellbeing programs</i>	\$10
<b>Tax-deductible contributions</b>	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	Suggested \$25
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library and classroom libraries as a valuable resource.	Suggested \$25
<b>Total Amount of curriculum contributions and other contributions</b>	<b>\$250</b>

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

Altona 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.

<b>Extra-Curricular Items &amp; Activities user-pays basis cost will be advised throughout the year</b>	
<i>School camps and excursions/incursions</i>	TBA
<i>Interschool sports, carnivals, and events</i>	TBA
<i>Swimming program</i>	TBA

### Financial Support for Families

Altona 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), or payment plans for extra-curricular items and activities.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact our Business Manager Lisa Romeo on (03) 9398 2925 or email [lisa.romeo@education.vic.gov.au](mailto:lisa.romeo@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 ParentPayment Policy and Guidance, Financial Help for Families Policy, and any other relevant information. A credit can be placed on to the family account statement. Family credits can be used for any future events, including those in the following years at APS.

### Payment methods

The preferred method of payment is through **Compass**. Payments can also be made in the office by Eftpos, and credit card options are available, either by phone, or by completing the form below and bringing it into the office, we suggest you do not email your credit card details.

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Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Category	Totals
Curriculum Contributions	\$
Other Contributions	\$
Building Fund (Tax deductible)	\$
Library (Tax deductible)	\$
<b>Total Amount</b>	<b>\$</b>

Method of payment -       Credit Card       Visa       Mastercard

Total amount to be paid \$ _____	Card number _____/_____/_____/_____
Signature: _____	Expiry date _____/_____      CVV _____
	Name on card: _____



# 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) 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 for families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person for confidential discussions with parents regarding financial hardship arrangements.

for families who cannot pay for items or

activities. All parent payment contact persons can have a confidential



### SCHOOL PROCESSES

- Schools must obtain school council approval for financial hardship arrangements and publish all requests and communications for each year level on their school website for transparency.