Dear Parent/Guardian,

St Andrews Primary School is looking forward to another great year of teaching and learning and would like to advise you of St Andrews Primary School’s voluntary financial contributions for 2022.

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 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.

Within our school this support has allowed us to offer a wider offering of subjects and special curriculum experiences; enhanced digital learning opportunities; take home readers, art supplies, physical education equipment, LOTE and Library resources; faster WIFI and internet.

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

Please do not make any payments until 2022

Yours sincerely,

**School Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Council Principal­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Curriculum Contributions** - items and activities that students use, or participate in, to access the Curriculum | Amount |
| **Year Four classroom consumables, materials & equipment**As Per Year Four 2022 Curriculum Contribution Sheet | $120.00 |
| **Diary** | $10.00 |
| **STEM Program** | $20.00 |
| **Art supplies** | $20.00 |
| **Maths Subscription TBC** | $15.00 |
| **Literacy Subscription – Sound Waves** | $15.00 |
| **Sub Total** | $200.00 |
| **Other Contributions –** for non-curriculum items and activities | **Amount** |
| **Library Resources – library books, maintenance of books, borrowing software package** | $15.00 |
| **Student Welfare Resources including first aid supplies** | $15.00 |
| **Buildings & Grounds Maintenance** | $25.00 |
| **Compass Software – School Report, Attendance, Communication software** | $10.00 |
| **Sub Total** | $65.00 |
| **Total Amount** | **$265.00** |

**Educational items for students to own**

Attached is a list of items that the school recommends and will purchase in bulk.

**Extra-Curricular Items and Activities**

St Andrews 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 per and calculated using DET recommended guidelines.

### Financial Support for Families

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

* the Camps, Sports and Excursions Fund in line with DET guidelines
* Individual payment plans

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

Alisha (Principal) or Michelle Commerford (Business Manager)

Ph: 03 9710 1255 | Email: st.andrews.ps@education.vic.gov.au

**Total**

|  |  |
| --- | --- |
| **Category** |  |
| Curriculum Contributions | $200.00 |
| Other Contributions | $65.00 |

### Payment methods

### Payment is via, EFTPOS and Direct Deposit

BSB 063 222

ACC. 00901182

### 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**

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| --- | --- |
|  | 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.
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|  | PARENT PAYMENT REQUESTSSchools can request contributions from parents under three categories:

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| --- | --- | --- |
| Curriculum ContributionsVoluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum. | Other ContributionsVoluntary financial contributions for non-curriculum items and activities that relate to the school’s functions and objectives. | Extra-Curricular Items and ActivitiesItems 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).
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|  | 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.
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|  | 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.
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