



29 October 2021

Dear parent/guardian,

Highvale Primary School is looking forward to the upcoming school year and would like to advise you of Highvale 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.

Within our school, your annual curriculum contributions allow us to provide quality stationary items, digital learning including on-line learning subscriptions (ie. Mathletics, Reading Egg, Essential Assessments, SeeSaw etc), consumables for STEAM, PE, Performing Arts and our Languages programs to your child/ren.

Payment of other contributions allow us to ensure that we can provide students with the following:

- Student Wellbeing support
- Library book purchases and other equipment that sustain the library as a valuable resource
- School playgrounds maintenance and improvements
- Maintenance and renovations of school buildings
- First aid equipment

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

We want to thank you for all you support in making these payments, and furthermore for the additional support you provide through fundraising or volunteering your time. This ensures we can continue the quality programs provided at Highvale Primary School for your children.

Yours sincerely,

Highvale Primary School

# 2022 YEAR 1 & 2 VOLUNTARY FINANCIAL CONTRIBUTIONS

Curriculum Contributions	
<b>BOOK PACKS – PARENTS BUY DIRECTLY THROUGH MAXIM OFFICE SUPPLIES</b>	
Book packs need to be purchased directly through Maxim by 13 <sup>th</sup> December. Refer to the attached 'How to Order' instructions on page 3. Book packs can be collected from school between Monday 24 <sup>th</sup> and Thursday 27 <sup>th</sup> January 2022. A school stream will be sent on Friday 21 <sup>st</sup> January with collection details.	<b>\$86.01</b>

VOLUNTARY FINANCIAL CURRICULUM CONTRIBUTIONS TO SUPPORT LEARNING	
<u>Materials to support Standard Curriculum items for classroom program</u> Classroom consumables, materials, and equipment Printing and photocopying of worksheets and learning materials	<b>\$152.12</b>
<u>On Line Learning Subscriptions (Digital programs)</u> Seesaw Mathletics Reading Eggs & Express Essential Assessments (Numeracy & Literacy) Digital PM Readers (Years P – 3) Student learning and engagement through the acquisition of important digital technologies	
<u>Specialist Subject Curriculum Consumables</u> Consumables, materials, and equipment to support STEAM, Performing Arts, Physical Education and Languages	

Other Contributions	
<b>Student Wellbeing Contribution</b> This contributes towards the cost of specialists at school to further support student learning and wellbeing ie. Speech pathologists, psychologists, student support workers beyond the basic provision of DET.	\$40.00
<b>Library Contribution (Tax deductible)</b> This will assist us purchase new resources for our junior and senior libraries so that resources can be updated and students can use and borrow quality, attractive texts beyond the basic provision of DET	\$30.00
<b>Working Bee contribution</b> We appreciate that some families can support our school by attending Working Bees every term, however, if your family is unable to attend Working Bees, we request a voluntary contribution towards the costs associated with general upkeep and minor maintenance to provide a safe, attractive and clean environment. This is to close the gap between the school's needs and the basic provision from DET.	\$15.00
<b>Building Fund (Tax deductible)</b> Annual facilities funds received from the Department of Education are provided to assist schools to maintain buildings to a basic 'fair' condition. Voluntary contributions assist the school to make improvements to maintain our buildings beyond a 'fair' rating.	\$20.00
<b>First Aid Contribution</b> This contributes towards the cost of purchasing bandaids, ice packs, bandages, tissues, swabs for cleaning wounds, vomit bags, gauze pads, alcohol wipes etc.	\$5.00
<b>TOTAL</b>	<b>\$110.00</b>

Extra-Curricular Items and Activities
Highvale Primary School offers a range of excursions, incursions, sporting activities and camps that broaden the learning 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. <u>Student are encouraged to participate fully in these programs.</u>

### **Curriculum Contributions**

Book Packs - Highvale Primary School will no longer be providing student stationery packs due to changes introduced by the Department of Education to the Parent Payments policy. Therefore, parents will need to purchase their book pack supplies through Maxim Office Supplies. Unfortunately, this means a slight cost increase to parents due to GST now being charged.

Voluntary financial contributions - Items and activities that students use, or participate in, to access the Curriculum, including:

- Computer applications as listed above
- Everyday items that your child will use in the classroom to learn the essential curriculum such as art supplies, science experiment equipment, cooking ingredients, technology materials

### **Other Contributions**

Non-Curriculum items and activities to support the daily operation and objectives Highvale Primary School.

### **Extra-Curricular (OPTIONAL) Items and Activities**

Highvale 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. Details of these items and activities will be provided to students and families throughout the year.

### **Financial Support for Families**

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

- *State Schools' Relief* provides financial support for eligible families to purchase clothing/uniforms at a reduced rate
- *Camps, Sports and Excursions Fund* provides payments for eligible students to attend camps, sports and excursions

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact Rebecca Foot on 03 9887 8000, or email [rebecca.foot@education.vic.gov.au](mailto:rebecca.foot@education.vic.gov.au).

### **Payment methods**

Parent contributions towards the requested payments is essential to maintain the quality of education that we provide at Highvale Primary School. Payment can be made electronically via Qkr!

Alternatively, cash and cheque payments can be made directly at Highvale Primary School Office.

### **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.

## **BOOKPACKS – HOW TO ORDER**

Orders must be placed by Monday 13th December 2021 to ensure delivery is on time, ready for collection from the school.

Book packs will be delivered directly to school and can be collected between Monday 24th and Thursday 27th January 2022. A school stream will be sent to parents and carers on Friday 21st January with further details on where you can collect the book packs.

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: HIGHVALEPS  
\*Please note this is capital sensitive. Please enter code as displayed above.
3. Select the year level required for order
4. Please ensure that the students' name, your name and contact details are given and correct
5. Select 'Place order'
6. If purchasing more than one booklist, please select 'Add another booklist' and follow the same procedure from step 3
7. Select 'Proceed to payment options'
8. Your total payment amount required will display on screen
9. Select 'Pay Now'
10. Please choose your check-out option – Credit/Debit available. Ensure payment details are correctly entered
11. You will receive a payment receipt, and an order confirmation to the email address you provided
12. Your child's pack/s will be delivered to the school

For any assistance with ordering, please email [booklists@maximofficegroup.com.au](mailto:booklists@maximofficegroup.com.au) or call Maxim on 1800 25 35 35 and select option 1.

# 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 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:

#### 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.