



10 November 2022

Dear parent/guardian,

Highvale Primary School is looking forward to the upcoming school year and would like to advise you of our school's voluntary financial contributions for 2023. We are pleased that despite inflationary pressures, there has been no cost increases to our parent payments from 2022.

WHAT CURRICULUM CONTRIBUTIONS MEAN FOR YOUR CHILD

Our school relies heavily on curriculum contributions to allow us to provide students with the following:

- digital learning including on-line learning subscriptions (ie. Mathletics, Reading Egg, Essential Assessments, SeeSaw etc)
- the upkeep of technologies (ie. Robotics, interactives and devices and materials for experiments)
- materials and equipment to support classroom programs
- consumables for STEAM, PE, Performing Arts and our Languages programs

WHAT OTHER CONTRIBUTIONS MEAN FOR YOUR CHILD

Payment of other contributions allows 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

Highvale Primary School has, in the past, been well supported by parents making this contribution. We are hoping this tradition continues in the future so our students / your children can benefit from the extras we believe are necessary to provide the quality education we are proud of delivering.

Yours sincerely,

Highvale Primary School Council

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.

2023 YEAR 2 VOLUNTARY FINANCIAL CONTRIBUTIONS

Curriculum Contributions

STATIONERY / BACK TO SCHOOL BOOK PACKS – PARENTS BUY DIRECTLY THROUGH PROVIDER

Stationery / Back to school book packs need to be purchased directly through Maxim by Friday 20th December. Please see attached How to Online Order Sheet on page 3 of this document.	\$92.52
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VOLUNTARY FINANCIAL CURRICULUM CONTRIBUTIONS TO SUPPORT LEARNING

<p><u>Materials to support Standard Curriculum items for classroom program</u></p> <p>Classroom consumables, materials, and equipment Printing and photocopying of worksheets and learning materials <u>Online Learning Subscriptions (Digital programs)</u></p> <p>Seesaw Mathletics Reading Eggs & Express Essential Assessments (Numeracy & Literacy) Digital PM Readers (Years P – 3) Provision and upkeep of technologies and peripherals and Science consumables for student use (for e.g. robotics, interactives and devices, experiments). <u>Specialist Subject Curriculum Consumables</u></p> <p>Consumables, materials, and equipment to support STEAM, Performing Arts, Physical Education and Languages</p>	\$152.12
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Other Contributions (suggested amounts)

<p>Student Wellbeing Contribution</p> <p>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.</p>	\$50.00
<p>Library Contribution (Tax deductible)</p> <p>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</p>	\$50.00
<p>Building Fund (Tax deductible)</p> <p>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.</p>	\$50.00
<p>Digital Technology Contribution</p> <p>This provides the opportunity for the school to enhance student learning and engagement through the acquisition of important digital technologies ie. Green screen, interactive smart boards etc.</p>	\$20.00
<p>Working Bee contribution</p> <p>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.</p>	\$15.00
<p>First Aid Contribution</p> <p>This contributes towards the cost of purchasing bandaids, ice packs, bandages, tissues, swabs for cleaning wounds, vomit bags, gauze pads, alcohol wipes etc.</p>	\$5.00

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. Student are encouraged to participate fully in these programs.



HIGVALE PRIMARY SCHOOL

2023 BACK TO SCHOOL STATIONERY / BOOK PACKS

Dear Parents,

2023 Back to School Stationery / Book packs can now be ordered online (please see the link below). **Orders must be placed by the 20th of December 2022 to ensure delivery is on time.** If you have any questions with the ordering system, you can contact Maxim on 1800 25 35 35 and press option 1.

If you would prefer to source items yourself, you will find stationery lists on school stream (under the Stationery / Bookpacks tab). Please ensure items purchased are exactly as per the list.

INSTRUCTIONS TO ORDER YOUR BACK TO SCHOOL STATIONERY / BOOKPACKS

Please follow this link: <http://www.maxim.booklists.com.au>

The school code is **HIGHVALEPS**. Refer to the image below – this area is highlighted in yellow.

Select the year level required for order. Refer to the image below – is area is circled in red.

The screenshot shows the Maxim Booklists website interface. At the top left, there is a form to 'Enter your school code' with a yellow highlight around the input field and a 'Go' button. Below this is a dropdown menu for 'Select a year level' which is circled in red. The dropdown menu lists options: 'Prep Pack', 'Year 1 Pack', 'Year 2 Pack', 'Year 3 Pack', 'Year 4 Pack', 'Year 5 Pack', and 'Year 6 Pack'. To the right of the dropdown is the Highvale Primary School logo. Further right, there is a message from the school: 'Many thanks for supporting Highvale Primary School, with the online portal. We have partnered with Maxim Office Group to ensure a seamless school start for 2023. Packs will be delivered direct to the school for collection on the first day back. If you have any questions, please call the school office on 03 9887 8000.' At the bottom of the page, there are four buttons: '1. ORDER' (highlighted in green), '2. REVIEW - ADD MORE ORDERS', '3. PAYMENT OPTIONS', and '4. CONFIRMATION'.

Scroll to the bottom of the order and complete all required fields. Then select 'Place order'.

If purchasing more than one booklist, please select 'Add another booklist' and follow the same procedures above.

Select 'Proceed to payment options'. The total payment amount required will display on screen. Select 'Pay Now'. Please choose your check-out option – Credit/ Direct Debit available. Ensure payment details are correctly entered.

You will receive a payment receipt and an order confirmation to the email address you provided.

Your child's pack/s will be delivered to school and be placed in their classroom ready for the first day of school.

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.