



Parent Payment Policy 2023

Honesty – Excellence – Respect – Belonging

Dear Parent/Guardian,

St Albans Heights Primary School is looking forward to another great year of teaching and learning and would like to advise you of St Albans Heights Primary School's voluntary financial contributions for 2023.

Schools provide students with free instruction to fulfil the standard curriculum requirements and we want to assure you that all contributions are voluntary.

St Albans Heights PS has a policy of providing the facilities and resources necessary to enable every student in the school to access to the highest level of education. The School Council is reliant on locally raised funds to supplement the government funding provided to the school and is seeking your assistance to improve these facilities and resources.

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

Yours sincerely,

Effie Sultana – Principal

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum (school subsidises 50% of these costs)	Amount
Classroom consumables, materials & equipment (\$100-\$50 school subsidy) <ul style="list-style-type: none">All classroom books and stationery required for the whole year.Class materials consumed or taken home by studentsAdditional class sets of resourcesShared classroom resourcesMaintaining and upgrading equipment for Visual / Performing Arts/ PE/ Science.Digital media equipment – upkeep and upgrading of hardware, Apple TV's, iPad etcLicense fees for specialist software (ie. PAT testing, Casper, Mathletics, Reading Eggs, etc.)Support for student wellbeing & engagement programs	\$50
Swimming and water safety program (\$140-\$70 school subsidy)	\$70
Total Curriculum Contributions	\$120

Other Contributions - for non-curriculum items and activities	Amount
School Council invites parents to support the improvement of school facilities by making a voluntary financial contribution (suggested contribution of \$50, \$75 or \$100). There is an ongoing need to improve outside areas for students and to provide up to date equipment. For the additional benefit of your child/ren, council is requesting financial assistance to improve the following areas: <ul style="list-style-type: none"> Facilities Upgrade: Rocks Area, general maintenance Library Resources and reading material Garden House/Community Hub 	\$
Total Other Contributions	\$

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

St Albans Heights PS 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.

The cost of extra-curricular items and activities will be advised throughout the year.

Extra-Curricular Items and Activities	Amount
Athletics Carnival	\$ TBA
School camp Year 3-6	\$ TBA
Interschool sports program – Year 5&6	\$ TBA
Excursions/Incursions to be scheduled	\$ TBA
School Photographs	\$ TBA
Total Extra-Curricular Items and Activities	\$ TBA

Financial Support for Families

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

- Camps, Sports and Excursion Fund (CSEF)
- State Schools Relief (SSR)
- 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 the school office.

Payment methods

- CompassPay via Compass App (preferred method of payment)
- EFTPOS/Credit Card
- BPAY
- Cash

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 Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.

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

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.