

2<sup>nd</sup> February 2022

Dear Parent/Guardian,

Melton West Primary School is looking forward to a great year of teaching and learning and would like to advise you of our 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 your 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.

### Payments

Payments can be made by the following means: including making payments over the phone via credit card:

- Cash
- EFTPOS (available over the phone)
- Credit Card (available over the phone)

### Refund Requests

Parent request for refunds is subject to the discretion of the school and are 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 our school's *Refund Policy*. All of these documents are available on our website for your reference.

### Financial Support for Families

Melton West 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)
- Flexible Payment Arrangement

For a confidential discussion about accessing these services or if you would like to discuss alternative payment arrangements, please contact the office on 9743 5818 to make an appointment with the Principal or send an email to [melton.west.ps@education.vic.gov.au](mailto:melton.west.ps@education.vic.gov.au)

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

Yours sincerely,

Michelle Costa  
Principal

Maria Robinson  
School Council President

Curriculum Contributions – Items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Grade 3 classroom consumables, materials &amp; equipment</b>	
<ul style="list-style-type: none"> <li>Stationery Pack</li> <li>Art – paint, crayons, canvas, glitter, coloured paper</li> </ul>	\$57.60 \$ 5
<b>Online subscriptions:</b>	
<ul style="list-style-type: none"> <li>Mathletics</li> <li>Wushka</li> </ul>	\$10 \$10
<b>TOTAL</b>	<b>\$82.60</b>

Other Contributions – for non-curriculum items and activities	Amount
Not Applicable	

### Extra-Curricular Items and Activities

Melton West 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 in order to deliver the Curriculum. These are provided on a user-pays basis.

Extra-Curricular Items and Activities	Amount
Details of extra-curricular items and activities such as camps/ excursions/incursions will be sent throughout the year. We aim to ensure there is a minimum of 3 weeks between the note being sent out and the payment required.	To be advised
<b>TOTAL</b>	To be advised

### Total

Category	Amount
Curriculum Contributions	
Extra-Curricular Items and Activities	
<b>TOTAL</b>	



# 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.