



Dear parent/guardian,

Toolamba Primary School is looking forward to another great year of teaching and learning and would like to advise you of our 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 resources 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.

The environment and resources that we enjoy today represent the contributions made by the school community over many years. This support has:

- enabled a greater access to quality educational programs and special curriculum experiences
- permitted the school to build on a high quality and diverse range of literature to engage students in the reading process.
- enabled us to have the appropriate technology to support both onsite and remote learning needs
- provided hands on maths equipment i.e.: measuring materials for teaching purposes.
- delivered a range of sporting, science, and musical equipment.
- provided a range of construction toys for developmental play
- facilitated the provision of some fully or partially subsidised excursions and activities
- assisted with the maintenance and development of the school grounds.
- enabled the provision of social and celebratory functions like Graduation and Concert.

Parent/Carers voluntary contributions make significant difference to the quality of our programs. Your financial support in 2021 allowed us to:

- arrange for quality individual student supplies and class bulk supplies e.g., books, pens, pencils
- ensure the upkeep of our computer devices to enhance learning opportunities for all
- facilitate Literacy and Mathematics online digital subscriptions.

Please find attached details about Toolamba Primary Schools Parent Payment schedule for 2022, which includes an overview of what parent payments will contribute towards.

Department of Education guidelines now mandate that schools are unable to provide parents with a statement of fees. With this in mind, please review the attached documents for an indication of what your financial contributions go towards.

For further information on the Department's Parent Payments Policy please see an overview on pages 7,8 & 9.

Yours sincerely,

*Heather Kennedy*

*Principal*

*Simon Robinson*

*School Council President*

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p>Classroom consumables, materials &amp; equipment</p> <ul style="list-style-type: none"> <li>• <b>Art</b> – paint, crayons, canvas, glitter, coloured paper, cardboard, glue, card, wool, material, beading</li> <li>• <b>Science</b> – ingredients, books, shared classroom materials</li> <li>• <b>Mathematics</b> – numeracy blocks, calculators, textbooks, stationery, maths kits</li> <li>• <b>English</b> – book boxes, class sets, novels, readers</li> <li>• <b>Classroom</b> – pens, pencils, textas, glue sticks, writing, graph and scrap books, highlighters, post-it notes, folders, display books, scissors, rulers</li> <li>• <b>Sports</b> – equipment, ribbons, materials</li> <li>• <b>Creative Arts/Music</b> – instruments, games</li> <li>• <b>Library</b> – books, subscriptions</li> </ul>	
<p>Online Subscriptions</p> <ul style="list-style-type: none"> <li>• Reading Eggs</li> <li>• Mathletics</li> <li>• Epic</li> <li>• Accelerus</li> </ul>	
<p>ICT &amp; STEAM (Science, Technology, Engineering, Arts and Mathematics)</p> <ul style="list-style-type: none"> <li>• STEAM equipment and devices</li> <li>• Provision of personal iPads, laptops and devices from the 1:1 classroom sets</li> </ul>	<p>\$160</p>
<p><b>Printing and photocopying of worksheets and learning materials</b></p>	
<p>Whole School Events</p> <ul style="list-style-type: none"> <li>• Athletics carnival</li> <li>• Cross Country</li> <li>• Multi-age days</li> <li>• Hockey Australia</li> <li>• AFL Clinic</li> <li>• Sporting in Schools</li> </ul> <p>Clubs</p> <ul style="list-style-type: none"> <li>• Garden Club</li> <li>• Ukulele</li> <li>• Pop-up clubs</li> </ul>	

<b>Total Curriculum Contributions</b>	\$
<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
School Sports Victoria membership affiliation	\$
Student wellbeing programs – You Can Do It Program	\$
First aid equipment	\$
School grounds maintenance and improvements	\$
Information Technology contribution towards computer and electronic devices	\$
Library fund. A contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$
<b>Total Other Contributions</b>	<b>\$</b>

### Extra-Curricular Items and Activities

Toolamba 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.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
School Bag	\$50	
School Hat	\$15	
Library bag (Plastic Pocket)	\$13	
<b><u>Excursion Levy –</u></b> <b><i>Whole School</i></b> <ul style="list-style-type: none"> <li>- Life Education</li> <li>- Hip Hop</li> <li>- NZ Performance</li> <li>- Whole School Excursion</li> <li>- Swimming Program</li> </ul> Additional extra-curricular incursions/excursions for year levels will be advised closer to the event.	\$170	

<p><b>Foundation</b></p> <ul style="list-style-type: none"> <li>- Responsible Pet Program</li> <li>- Bravehearts</li> <li>- Junior School Excursion (F-2)</li> </ul> <p><b>Grade 1</b></p> <ul style="list-style-type: none"> <li>- Responsible Pet Program</li> <li>- Bravehearts</li> <li>- Junior School Excursion (F-2)</li> <li>- Grade 1 Tea &amp; Activity</li> </ul> <p><b>Grade 2</b></p> <ul style="list-style-type: none"> <li>- Responsible Pet Program</li> <li>- Bravehearts</li> <li>- Junior School Excursion (F-2)</li> <li>- Grade 2 Tea, Activity &amp; Sleepover</li> </ul> <p><b>Grade 3</b></p> <ul style="list-style-type: none"> <li>- Tatura District Sports Day</li> </ul> <p><b>Grade 4</b></p> <ul style="list-style-type: none"> <li>- Tatura District Sports Day</li> </ul> <p><b>Grade 5</b></p> <ul style="list-style-type: none"> <li>- Tatura District Sports Day</li> <li>- Goulburn Murray Winter Sports</li> </ul> <p><b>Grade 6</b></p> <ul style="list-style-type: none"> <li>- Tatura District Sports Day</li> <li>- Goulburn Murray Winter Sports</li> </ul>		
<p><b>Other optional camps and excursions</b></p> <p><b>Grade 3 &amp; 4</b></p> <ul style="list-style-type: none"> <li>- Camp to Campaspe Downs – 23/11/22 to 25/11/22</li> </ul> <p><b>Grade 5 &amp; 6</b></p> <ul style="list-style-type: none"> <li>- Adventure Camp to Anglesea – 7/11/22 to 11/11/22</li> </ul>	<p><b>TBA</b></p>	
<p><b>Total Extra-curricular Items and Activities</b></p>		<p><b>\$</b></p>

Please return completed slip to the office or email to [Toolamba.ps@education.vic.gov.au](mailto:Toolamba.ps@education.vic.gov.au)

YOUR DETAILS				
Student's name:				
Year Level				
Curriculum Contributions				\$
Other Contributions				\$
Extra-Curricular Items and Activities				\$
<b>SUBTOTAL</b>				\$

PARENT NAME: \_\_\_\_\_ PARENT SIGNATURE \_\_\_\_\_

### Payment Methods

Option A **Full amount** in Term 1, 2022

Option B **Other payment arrangements.** If selecting this, please make an appointment with the school to discuss your circumstances and the available options.

Option C I have completed a **CSEF application** form to pay for swimming, excursions, and incursions. I will pay the balance using one of the above options (A or B).

**CSEF:** Eligible families can apply for \$125 per Primary School student. **These funds can only be used for camps, excursions, sports and swimming**

We would prefer parents / guardians to pay by electronic funds transfer to the school account. Alternately, payment can be made by cheque or cash to the school office in a payment envelope.

**School Account Name:** Toolamba Primary School

**BSB:** 063 527

**Account:** 0090 0244

You must include your **students** or **family name**.

### Refunds

Our school will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. Generally, we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment.

### Financial Support for Families

Toolamba Primary School appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist eligible parents. These options include:

- [State School's Relief](#)
- [Second-Hand School Uniform](#) In order to support parents in meeting the costs of their children's education the school has a supply of second-hand uniforms.
- [CSEF](#) Camps, Sports & Excursions Fund available to all eligible families
- [CSEF](#) Foundation CSEF Uniform Package available to all eligible families.
- [Saver Plus](#) is an initiative of Brotherhood of St Laurence and ANZ, delivered locally by community organisations in 22 locations in Victoria. Saver Plus assists individuals and families on lower incomes to have every dollar up to \$500 saved over a 10-month period matched by ANZ to go towards education-related costs.
- [The Smith Family's 'Learning for Life program'](#) provides financial support, guidance and mentoring for disadvantaged students. The Smith Family works with a select number of schools and may require referral from the school principal.
- The Commonwealth Government provides a range of payments and services to help families look after their children's health, education and other family issues.

### Consideration of Hardship

In addition to the Family Support options outlined above parents may communicate with the Business Manager by phone, email or in person about their financial situation and related difficulties in making payments. Ph: 03 5826 5212

Email: [toolamba.ps@education.vic.gov.au](mailto:toolamba.ps@education.vic.gov.au)

# 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.



