



**School No. 1181**  
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Dear parent/carer

Albert Park Primary School is looking forward to another great year of teaching and learning and would like to advise you of Albert Park Primary School's voluntary financial contributions for 2024.

Government 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 this support, whether that's through fundraising, donations or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Your financial contributions assist us with the purchasing of art, music, STEM and physical education equipment and resources, which in turn, supports them to be exemplary programs in addition to our teaching of the traditional subjects such as Literacy and Numeracy. We have also ensured we have sufficient supplies of ipads and Chromebooks within our classrooms.

All contributions will now be listed and payable via Compass. Please do not hesitate to contact the office if you need assistance.

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

Katrina Mildner  
Principal

Amy Guy  
School Council President

<b>PREP - Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<p><b>Curriculum Consumables</b></p> <p>Classrooms/craft supplies: including but not limited to photocopying of worksheets and learning materials, coloured pencils and markers, tissues, cover papers, stickers, glue sticks, paint, glitter, copy paper, speciality pens/papers/books/ribbons and other craft items, consumables for cooking such as eggs, flour, milk, baking paper etc.</p> <p>Requisites for Art &amp; LOTE: including but not limited to markers, cover paper, scrapbooks, paint, clay, papers, glitter, visual art diary etc.</p> <p>School yearbook</p> <p>Online subscriptions including but not limited to Mathletics, Maths Circles, Essential Assessment Cyber-Safety, Compass, etc.</p> <p>Technology - contribute to improvements and sustainability of the digital learning environment including technology infrastructure and devices.</p>	\$350.00
<b>Total</b>	\$350.00
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
<b>Voluntary contribution:</b> <i>Suggested amount is \$300 but we welcome any contribution.</i>	\$300.00
<p><b>School Assistance Fund:</b> This fund is to provide Curriculum consumables or Extra-Curricular Items and Activities for families at our school unable to purchase these items due to demonstrated financial hardship. Your contribution helps to ensure that all our students have the option of attending excursions, incursions, school camps and swimming programs and have the items they need for school.</p> <p><b><i>Suggested amount is \$20 but we welcome any contribution</i></b></p>	\$20.00
<p><b>School Nurse:</b> We do not receive Government funding to have a Registered Nurse at the school. Nearly every one of us has had reason to be grateful for this service on more than one occasion.</p> <p><b><i>Suggested amount is \$40 but we welcome any contribution</i></b></p>	\$40.00
<b>Total amount</b>	<b>\$710.00</b>
<b>Tax deductible contributions</b>	
<p><b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. Used directly to support building projects, upgrades to our facilities.</p> <p><b>Please consider supporting future development of the school with a tax-deductible donation.</b></p>	
<p><b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. The library is enhanced by donations to maintain and grow our book collection in the library and classrooms, to support our teachers and students.</p> <p><b>Please consider a tax-deductible donation to support your child's education.</b></p>	
<b>Total Amount</b>	<b>\$</b>

## Extra-Curricular Items and Activities

Albert Park 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 to deliver the Curriculum.

These are provided on a user-pays basis and will be published throughout the year via Compass.

Extra-Curricular Items and Activities	Amount
Other optional – Prep excursions and incursions to be scheduled throughout the year.	To be advised throughout the year via Compass
Optional – Prep Swimming/sport.	
<b>Total Extra-curricular Items and Activities</b>	<b>\$</b>

## Financial Support for Families

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

- **Camps, Sports and Excursions Fund** - Applications via school, families holding a valid means-tested concession card or temporary foster parents are eligible to apply. \$150 per year paid for eligible primary school students. CSEF payments will be processed directly to schools with the majority of payments to commence from March 2024 onwards.
- **Second-hand uniform shop** - is available at school on Tuesday mornings or orders can be placed in the office.
- **State Schools Relief** - This is an organisation associated with schools, who can supply school uniforms, books, and shoes to eligible students. Please ask at the office for more information.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Aris Lechte | Business Manager

Ph: 03 9699 9090 | Email: [albert.park.ps@education.vic.gov.au](mailto:albert.park.ps@education.vic.gov.au)

## Payment methods

- Compass is the preferred payment method, please contact the office for alternative arrangements.

## 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.

# 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.