

Dear Parents,

Pinewood Primary School is looking forward to another great year of teaching and learning and would like to advise you of the voluntary financial contributions for 2023.

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.

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

### **FINANCIAL SUPPORT FOR FAMILIES**

Pinewood 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 Arrangements
- Support with Uniform and Devices

For a confidential discussion about accessing any of these services, or if you would like to discuss alternative payment arrangements, contact our Business Manager, Jan Migliore on (03) 8847 3200 or email her on [jan.migliore@education.vic.gov.au](mailto:jan.migliore@education.vic.gov.au) - We guarantee that any information about your financial circumstances, payment arrangements or status will be kept strictly confidential.

### **PAYMENT METHODS**

We offer the following payment methods:

1. Payment can be made via: Compass, cash, EFTPOS, credit card, BPay or cheque, on or before the due date
2. If you wish to participate in a Compass instalment plan via a valid credit/debit card  
2 x instalments have been setup in Compass debited on the following dates: **20th January and 16th June 2023.**
3. Personalised instalment plans via Compass are available. Please contact Jan Migliore on (03) 8847 3200 to help set up this instalment plan

### **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.

Kind Regards,

Karen Jenkin  
Principal

Dennis Duval  
School Council President

<b>Student Name</b>		<b>2023 Class</b>	
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<b>CURRICULUM CONTRIBUTIONS – Items and activities that students use, or participate in, to access the Curriculum.</b>		
ITEM	SPECIFICATIONS	AMOUNT
Subject Specific Materials	Science, English, Mathematics, Art, Music, Physical Education and The Resilience Project	\$ 40.00
General Classroom Materials and Equipment	Shared classroom stationery, craft, paper, posters/charts	\$100.00
Technology	Provision and upkeep of school devices, peripherals and ICT	\$ 130.00
Online Subscriptions	Reading Eggs, Mathletics, Sunshine Online, Verso, Languageut, Digital Portfolios, Wushka and Compass Learning Tasks	\$70.00
<b>TOTAL</b>		<b>\$ 340.00</b>

<b>OTHER CONTRIBUTIONS - for non-curriculum items and activities.</b>		
* Tax Deductible		
ITEM	SPECIFICATIONS	AMOUNT
First aid and hygiene	Contribution towards, first aid and hygiene consumables	\$10.00
Grounds	Contribution towards grounds maintenance	\$10.00
Building Fund*	Acquiring, constructing, or maintaining the school buildings. #Suggested contribution of \$20 per family, ALL contribution amounts will be accepted	\$
Library Fund *	Furniture, training equipment and computers, books and collections that are not fixtures #Suggested contribution of \$20 per family, ALL contribution amounts will be accepted	\$
<b>TOTAL</b>		<b>\$</b>

<b>EXTRA-CURRICULAR ITEMS AND ACTIVITIES</b>		
Items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum. Students access these on a user pays basis. No change in the use of CSEF.		
ITEM	SPECIFICATIONS	AMOUNT
Camps, Sports, Activities and Excursions	Year level camps, specialist camps (e.g. Somers), excursions, incursions, sporting days, interschool sport and Swimming. These will all be published on Compass for payment and consent as they arise.	TBA
School Based Activities	Colour Fun Run	TBA
Year 6 Special Uniform	Year 6 Windcheater	TBA

**TOTAL**

Category	
Curriculum Contributions	\$
Other Contributions	\$
Extra-Curricular Items and Activities (TBA)	\$

## 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.