

# PARENT PAYMENT ARRANGEMENTS

## YEAR PREP



Dear Families,

Kingswood Primary School is looking forward to another great year of teaching and learning and would like to advise you of the school's 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.

**Kingswood Primary School is committed to providing high quality programs and learning experiences for every child. Your contributions enable the school and its staff to provide a creative and inspiring educational program that extends beyond the standard curriculum. Whilst the school receives funding from the Department of Education (DET) for the delivery of the standard curriculum, this funding only covers the cost of the basic curriculum program which does not include the extra programs and resources that Kingswood Primary School is known for.**

Without your continued financial support Kingswood Primary School may not be able to continue to offer the additional programs and resources that we are known for, such as, access to technology equipment, the Stephanie Alexander Kitchen Garden program, Science program, quality resources and additional education supports just to name a few.

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

### Financial Support for Families

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

- The Camps, Sports and Excursions Fund
- State Schools Relief – please arrange an appointment with Megan Franklyn, Assistant Principal to discuss options.
- Second hand uniform shop

Please contact the school on 9551 1727 for more information about accessing these services

### Payment Methods

Parents will be provided with notification of annual payment requests at the start of Term 4 each year. Reasonable notice will be given for any other payment requests during the year ie: excursions, incursions, camps and swimming.

Payment instalment options are available to all families at the school. We suggest the following schedule:

- 1st instalment of 35% - due on the 5th of December 2022
- 2nd instalment of 35% - due on the 6th of March 2023
- 3rd instalment of 30% - due on the 5<sup>th</sup> of June 2023

The following payment methods are available:

- Compass, EFTPOS/Credit Card payments, Cash, Direct deposit

If you would like to discuss alternative payment arrangements, contact:  
Catherine Palmer (Business Manager)  
Ph: 03 9551 1727 | Email: [Catherine.palmer2@education.vic.gov.au](mailto:Catherine.palmer2@education.vic.gov.au)

## 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.

Yours sincerely,



Aaron Cox  
Principal



Dhani Chandrasegran  
School Council President

## Curriculum Contributions

Below is a list of items and activities that students use, or participate in, to access the Curriculum

Curriculum consumables, materials, equipment and activities	Amount
Individual Student stationery pack	\$63
Additional classroom resources and activities– includes but is not limited to exercise books, pens/pencils, cover paper, craft materials, laminating pouches, display folders, cooking ingredients, end of year class party/activity.	\$30
Performing arts program – including circus or dance workshops, puppetry, and live performances	\$30
Japanese program resources including Japanese Cultural Day incursion with performers and activities	\$20
Visual arts program resources-craft supplies – includes coloured paper, cover paper, cardboard, paint, glitter, glue, clay and other craft materials.	\$15
English – classroom library books and resources	\$10
Maths – resources and equipment	\$10
Printing and photocopying of worksheets and learning materials	\$10
Reading Eggs Subscription	\$22
Mathseeds Program	\$10.50
Bug Club Subscription	\$ 5.50
<b>TOTAL</b>	<b>\$226.00</b>

Other Voluntary Contributions	Tax deductible?	Suggested Voluntary Contribution per student
<p><b>Student Enrichment Contribution</b> Your contribution will help support the cost of additional programs along with the purchase of resources such as technology that are above what is considered part of the basic provision of the school curriculum.</p>	No	\$150
<p><b>Fundraising Contribution</b> Your contribution will be utilised by the school to fund a project specifically for the benefit of the students. Previous projects have included the redevelopment of the quadrangle area. Input will be sought from the School Council to assist in determining future projects.</p>	No	\$100
<p><b>Library Fund – Used to purchase library books and resources</b> Your contribution will assist with the purchasing of new books and resources for our library. \$50 will ensure the library is equipped with high quality and current reading materials, however, any amount will be greatly appreciated.</p>	Yes	\$50
<p><b>Building Fund – Used to upgrade buildings and facilities</b> Your contribution will assist with maintaining our investment in school buildings. \$100 will ensure we can continue to maintain and upgrade our facilities; however, any amount will be greatly appreciated.</p>	Yes	\$100

### Extra-Curricular Items and Activities

Kingswood 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.

Most of these items/activities will be charged throughout the year. The table below will provide an example of the anticipated costs for these activities/items.

Extra-Curricular Items and Activities	Amount
Swimming lessons	\$90
Excursions/Incursions	\$80
School Yearbook	\$20
<b>TOTAL</b>	<b>\$190</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.