



22nd November 2021

Dear Parent/Guardian,

Clyde Primary School is looking forward to another 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.

Within our school this support has allowed us to provide a wider offering of subjects and special curriculum experiences; enhanced digital learning opportunities; hands on and engaging resources including the purchase of musical instruments and electronic robots for computer coding. Your ongoing support is appreciated, and we are grateful for any contribution you are able to provide towards financial contributions for 2022.

For further information on the Department's Parent Payments Policy please see a one-page overview attached or for the detailed policy go to <https://www2.education.vic.gov.au/pal/parent-payment/policy>.

Yours sincerely,

Michelle Mackenlay
Principal

Jeewat Kaur Singh
School Council President



• Shared Learning •

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Voluntary Contribution Amount	Please write an Amount
<p><i>These contributions directly support a number of important curriculum areas and programs that we offer including</i></p> <ul style="list-style-type: none"> • <i>class sets for vital numeracy manipulatives (MAB, Playing Cards, Trundle wheels, counters, protractors etc.)</i> • <i>critical literacy resources (Guided reading books, take home readers, etc.)</i> • <i>the maintenance, repair and replenishment of musical instruments</i> • <i>replacement of sporting equipment</i> • <i>purchasing of inquiry and science resources</i> • <i>purchasing of art supplies and resources</i> • <i>LOTE program resources</i> • <i>printing and photocopying of worksheets and learning materials to learn in class and at home</i> 	\$100.00	\$.....
<p><i>Online Subscriptions</i></p> <ul style="list-style-type: none"> • <i>Mathletics</i> • <i>Essential Assessment – Maths</i> • <i>PAT Maths and Reading</i> • <i>Reading Eggs</i> • <i>Seesaw</i> • <i>Wushka</i> • <i>Compass to support student assessment and parent communication</i> 	\$60.00	\$.....
<p><i>Information and Communications Technology - software and equipment needed to sustain and enhance our ICT program.</i></p>	\$50.00	\$.....
<p><i>Swimming Lessons - Bus travel and Lessons (CSEF can be allocated here)</i></p>	\$45.00/CSEF	\$.....
Other Contributions - for non-curriculum items and activities	Amount	
<p><i>School Sports Victoria membership to participate in inter-school sports</i></p>	\$5.00	\$.....
<p><i>Student wellbeing programs and Chaplaincy</i></p> <p><i>We support individual student wellbeing, this includes the engagement of external professionals on a needs basis. Your contribution supports us in developing our knowledge of the many different student needs and the best approach to assist students and their families.</i></p>	\$10.00	\$.....
<p><i>First aid - The school provides first aid consumables to treat all students and to meet student health needs when at school, on excursions and camps. (Incl. EpiPens, Ventolin, icepacks, band aids etc.)</i></p>	\$5.00	\$.....
<p><i>School ground maintenance and improvements to keep the school looking its best, including but not limited to OH&S audits/maintenance of playground structures, fire services and arborist reports.</i></p>	\$30.00	\$.....
Voluntary Contribution Total		\$.....

Educational items for students to own

The school recommends you purchase a stationery box from Office Corporate for your child to individually own and use. Log into <http://www.officecorporate.com.au/clydepsbooklist> for further information. Orders placed by 10th December will receive free delivery using coupon code **CLYDE22** and be delivered directly to your child's classroom or can be collected from school on Friday 28th and Monday 31st between 10am – 3pm. (Note: you do not need to name your child's books as this can be done in the classroom). Alternatively, you can request delivery to your home for an additional charge of \$14.95. Home deliveries will occur fortnightly and commence in December. Note: Orders received after 10th January can not be guaranteed delivery by the 28th January 2022

Extra-Curricular Items and Activities

Clyde 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.

These activities will be advised throughout the year and may be purchased at the time.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
<i>Optional excursions to be scheduled (all year levels)</i>	\$TBA	
<i>Optional Year 3, 4, 5 and 6 school camps to be scheduled</i>	\$TBA	
<i>Optional Interschool Sports program</i>	\$TBA	
Total Extra-curricular Items and Activities		\$

Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- Confidential payment plans.
- Centrepay

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

Sharon Diehl - Ph: 03 5998 5293 | Email: clyde.ps@education.vic.gov.au

Total

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



Payment methods

Eftpos, Qkr!, Centrepay, Direct Debit, Compass (payment plans only) or Cash

Refunds

Where the school makes the decision to cancel a program, event, incursion, excursion or school camp, the amount paid by the student shall be refunded in full. All requests need to be made in writing to the Business Manager.

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 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.