

29<sup>th</sup> October 2024

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 2025.

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 makes 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, ICT equipment, and Library books. Your ongoing support is appreciated, and we are grateful for any contribution you are able to provide towards financial contributions for 2025.

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



Jenni Maypiece  
School Council President

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Voluntary Contribution Amount</b>	<b>Please write an Amount</b>
<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"> <li><i>class sets for vital numeracy manipulatives (MAB, Playing Cards, Trundle wheels, counters, protractors etc.)</i></li> <li><i>critical literacy resources (Guided reading books, take home readers, etc.)</i></li> <li><i>the maintenance, repair and replenishment of musical instruments</i></li> <li><i>replacement of sporting equipment</i></li> <li><i>purchasing of inquiry and science resources</i></li> <li><i>purchasing of art supplies and resources</i></li> <li><i>printing and photocopying of worksheets and learning materials to learn in class and at home</i></li> </ul>	\$100.00	\$.....
<p><i>Online Subscriptions</i></p> <ul style="list-style-type: none"> <li><i>Mathletics</i></li> <li><i>Essential Assessment – Maths</i></li> <li><i>PAT Maths and Reading</i></li> <li><i>Reading Eggs</i></li> <li><i>Seesaw</i></li> <li><i>Compass to support student assessment and parent communication</i></li> </ul>	\$60.00	\$.....
<i>Information and Communications Technology - software and equipment needed to sustain and enhance our ICT program.</i>	\$50.00	\$.....
<i>Year 6 Swimming (CSEF can be allocated here, this is a voluntary contribution).</i>	\$45.00/CSEF	\$.....
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>	
<i>School Sports Victoria membership to participate in inter-school sports</i>	\$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	\$.....
<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>	\$5.00	\$.....
<i>School ground maintenance and improvements to keep the school looking its best, including but not limited to OH&amp;S audits/maintenance of playground structures, fire services and arborist reports.</i>	\$30.00	\$.....
<b>Voluntary Contribution Total</b>		<b>\$.....</b>

### 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 <https://www.booklistorders.com.au/> to create a new account, use school code **CPS25**. Detailed instructions are attached.

Orders placed by 5<sup>th</sup> December will receive free delivery to the school and incur freight costs of \$9.95 if delivered to your home. School deliveries will be delivered to your child's classroom on 28<sup>th</sup> January, in preparation for the school year. Books will be labelled by students and teachers in their classroom, you **do not** need to label or cover your books.

Orders received after the 4<sup>th</sup> December will not receive the discounted packing costs. Orders received after 18<sup>th</sup> January cannot be guaranteed delivery by the 29<sup>th</sup> January 2025.

The following items are available to purchase from the school office.

Description	Amount
<i>School Bag</i>	\$45.00
<i>Hats</i>	\$11.00
<i>Library / Reader Bags</i>	\$8.00
<i>Headphones</i>	\$10.00

### 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
<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
<i>Optional Swimming / Water safety – Foundation, Year 2, 4, and 6</i>	\$TBA
<b>Total Extra-curricular Items and Activities</b>	

## 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.

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](mailto:clyde.ps@education.vic.gov.au)

## Total

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

## Payment methods

Eftpos, 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.

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. All requests need to be made in writing to the Business Manager. 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.