



Dear Parents and Guardians,

As we embrace another exciting school year, we would like to take a moment to highlight the importance of our Parent Voluntary Contribution program and encourage your participation.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, our school thrives on the dedication and support of our community. The voluntary contributions from parents play a crucial role in enhancing our educational environment, allowing us to provide valuable resources, engaging programs, and enriching experiences for our students.

Your contributions will help us supply resource packs to all students, ensuring they have everything they need for a successful year. These packs will include essential books and stationery supplies, making it easier for every student to engage fully in their learning.

Additionally, we are looking to improve the comfort of our learning communities by investing in air conditioning for our classrooms. This enhancement will create a more conducive atmosphere for learning, especially during those warmer months.

With your contributions, we can also:

- Invest in classroom supplies and technology that enhance learning.
- Support extracurricular activities that foster creativity and teamwork.
- Maintain and improve our school facilities for a safe and welcoming environment.

Within our school this support has allowed us to provide a state-of-the-art iPad program with enhanced digital learning opportunities and a wide range of specialist subjects.

Every contribution, no matter the amount, makes a significant difference. It is a collective effort that benefits all our children, helping them to achieve their full potential.

If you haven't already, we encourage you to consider making a contribution this year. Together, we can create a vibrant and supportive learning atmosphere that inspires our students to thrive.

Thank you for your continued support and commitment to our school community. If you have any questions or would like more information, please feel free to reach out.

The table on Page 3 outlines our suggested Curriculum contributions that will allow us to continue to provide a valuable educational experience for your child.

#### **Educational Items for Students to Own**

We recommend that you purchase an art smock for your child to individually own and use.

### **Extra-Curricular Items and Activities**

Arnolds Creek 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. School Sports, Excursions and Camps are organised and provided on a user-pays basis.

### **Payment Methods**

Payments can be paid to the school via any of the following options.

**CASH/EFTPOS/CREDIT CARD** - Payments can be made at the Front Office during the hours of 8:30am to 4:00pm on school days. Payments via credit card can also be taken over the phone by contacting us on 9732 8300. Alternatively if you wish to email us with your payment information you can do so by emailing [arnolds.creek.ps@education.vic.gov.au](mailto:arnolds.creek.ps@education.vic.gov.au) with card details, your name, child's name and the charge to which you would like your payment to be allocated.

**BPAY** - Arnolds Creek Primary School offers BPAY as a payment method for families. Please refer to your Tax Invoices and/or Family Statements to find your BPAY details. If you would like your payment to be allocated to a specific charge, please advise the school on 9732 8300 or email [arnolds.creek.ps@education.vic.gov.au](mailto:arnolds.creek.ps@education.vic.gov.au) and attention to Elisha Squires.

### **Financial Support for Families**

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

- Camps, Sports and Excursions Fund
- State School Relief
- Individual Payment Plan

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact our Administration team by calling 03 9732 8300 or email to [arnolds.creek.ps@education.vic.gov.au](mailto:arnolds.creek.ps@education.vic.gov.au)

### **Refund Arrangements**

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.

Please complete the attached form and return to us.

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

Yours sincerely,

Kim Gomez

Acting Principal

We would appreciate you considering making a voluntary contribution as suggested in the table below.

**Student Name:**

**Year Level 2025:**

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><b>Classroom consumables, materials &amp; equipment</b></p> <ul style="list-style-type: none"> <li>● <b>Individual resource pack for each student</b> – School Diary, pens, pencils, textas, crayons, glue sticks, writing, books satchel, graph and scrap books, highlighters, post-it notes, folders, pencil case, scissors, rulers etc.</li> <li>● Art – art folio, paint, crayons, canvas, glitter, coloured paper, glue, card, wool, material, clay, wood, beading etc.</li> <li>● Makerspace – ingredients, books, shared classroom materials</li> <li>● Mathematics – stationery, maths kit, My Numeracy</li> <li>● English – book boxes, class sets, novels, reader, Reading Eggs</li> <li>● Physical Education &amp; Health –materials, equipment</li> <li>● Class Library – books, subscriptions, Seesaw</li> </ul>	\$140
<b>iPad Lease</b>	\$147
<b>iPad Applications</b>	\$113
Other Contributions - for non-curriculum items and activities	Amount
Grounds Development Contribution	\$
<b>Total Amount of Contribution</b>	<b>\$</b>

Your child will not be disadvantaged at school if you do not make a voluntary contribution. All records are kept confidential as well as your decision about whether to make a contribution or not.

**Parent Contribution**

Curriculum Contribution Amount - \$400  
 General Contribution Amount - \_\_\_\_\_  
**TOTAL** - \_\_\_\_\_

Parent Name: .

Parent Signature: .

Date:

Office Use Only

Payment Received in Full Date:

CASH  EFTPOS/CREDITCARD  BPAY

# 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.