

Belmont Primary School  
**PARENT PAYMENTS POLICY**

Dear Parents/Guardians,

Belmont Primary School is looking forward to another great year of teaching and learning and would like to advise you of Belmont Primary School's voluntary financial contributions for 2024.

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 an enriched teaching and learning program for every student that is highly valued by our school community. The commitment and high-level support of voluntary contributions from parents benefits our students and community and results in improved achievement outcomes, wellbeing and engagement in learning. The support of our community through the voluntary contributions allows us to ensure every student has access to the same classroom supplies and learning materials throughout the year and that our school has been able to provide enriched learning opportunities through programs such as Literacy Intervention, robotics in STEM and supporting every student to access the Years 3-6 *Bring Your Own Device Program*. The continued development of the buildings, grounds and varied play spaces has also been possible due to the tremendous support we receive from the community in making the contributions for student owned learning materials and requisites.

At Belmont Primary School, we design and develop teaching and learning programs that continue to draw upon best educational knowledge and practice and our teachers strive to offer broad and enriched programs to students that are above and beyond what is in the standard curriculum and what is provided for by Government funding.

#### **Educational Items for students to own**

Attached is a list of items that the school will purchase on your behalf for your child to individually own and use to learn the standard curriculum. These packs will be directly delivered to school prior to the commencement of the 2024 school year. Belmont Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

#### **Financial Support for Families**

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

- Camps, Sports and Excursions Fund (CSEF) provides payments to eligible students to attend camps, sports and excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply and a special consideration category also exists.
- Payment plan options for extra-curricular items and activities such as camps, swimming program and excursions/incursions.
- State Schools Relief may cover the cost of new school uniforms, shoes, books and more for eligible families. Parents or Carers who require assistance are encouraged to make an appointment with the school to discuss their situation.
- Belmont PS Pay It Forward Fund – for families experiencing extenuating circumstances or hardship, voluntary contributions made by the community allow the school to support families who need assistance with the cost of camps, excursions, incursions or swimming. This is managed by the Principal.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: **Kelly Wilde (Business Manager)** Ph:03 52432972 Email: [belmont.ps@education.vic.gov.au](mailto:belmont.ps@education.vic.gov.au)

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

Yours sincerely,

Craig Smith  
*Principal*

# Year 6 Parent Payment Arrangements 2024

*We would appreciate voluntary contribution payments by Friday 23rd February 2024*

Year 5 Student Stationery Pack	
Product Description	Quantity
Artline 200 FINELINE Pen 0.4mm Tip black	2
Papermate Inkjoy Capped Ballpoint Medium 1.0mm Blue Each	5
Papermate Inkjoy Capped Ballpoint Medium 1.0mm Red Each	3
Faber Castell Textliner Ice Highlighter Assorted Wallet 6	1
Display Book Refillable Insert Cover A4 20 pocket black	2
Winc Premium Exercise Book A4 10mm Grid 96 pages	2
Celco Plastic Sharpener 2 Hole Assorted Colours	1
Megaspace Scrapbook 335 x 245mm 100gsm plain 64 pages	1
Faber Castell Connector Pens Assorted Colours Pack 12	1
Teter Mek A4 Visual Art diary spiral 110gsm Black Cover 120 pages	1
Scissors 158mm Orange Handle	1
Polished Wooden ruler 30cm	2
Exercise Book A4 8mm 70gsm polypropylene Cover 96 pages	5
Eraser PVC free Standard Office 60 x 21 x 10mm	2
Whiteboard marker Bullet tip 1.5-3.00mm black	2
Bostik glue stik 35g	1
Faber Castell Goldfaber graphite HB Pencil	6
Faber Castell 16-115852 Pencils colour Assorted Pack 12	1
Document Wallet Polypropylene button A4 Red	1
Winc Premium Exercise Book A4 10mm Grid 96 pages	2
<b>TOTAL</b>	<b>48.90</b>

## Curriculum Contributions

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>General Classroom Materials and Equipment</b> Shared classroom stationery, poster charts, classroom libraries, printing, coloured photocopying and laminating; workbooks and individualised learning materials. <i>For example: Maths challenge workbooks, individual learning goal records, learning support charts</i>	\$50.00
<b>Inquiry Units</b> Consumable materials students use to design, create and take possession of and own. <i>For example: yarn, glues, cover paper, seeds, soil, zip lock bags, food and other grocery items, textiles, special craft materials</i>	\$40.00
<b>The Arts Materials</b> Consumable materials students use to create items they take possession of and own. <i>For example: paint and craft materials, including drawing and painting materials, coloured paper, canvas, fabric, clay, inks, glitter, skewers, straws etc.</i>	\$40.00
<b>STEM Materials</b> Consumable materials students use in the creation and design of learning tasks. <i>For example: paper, vinegar, bi-carb soda, food dye, joining materials (glue or tape), construction supplies (including icy-pole sticks, Balsa Wood) and electronic/robotic supplies (eg led lights, fuses, batteries)</i>	\$30.00
<b>LOTE Materials</b> Consumable materials students use to create items they take possession of and own. <i>For example: art &amp; craft materials, puppet or mask making materials, food or cooking ingredients.</i>	\$15.00
<b>PE Materials</b> Consumable items that need regular replacement for students to use during PE lessons, Sports classes and lunchtime activities: <i>For example: tennis balls and small rubber balls</i>	\$15.00
<b>Online Subscriptions (Years **)</b> Essential Assessment (\$5); Maths Online (\$24); Seesaw (\$8); Compass (\$12); Epic Books (free)	\$60.00
<b>Total: Curriculum Contributions</b>	<b>\$250.00</b>

## Extra-Curricular Items and Activities

Belmont 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 will be advised throughout the school year.

Extra-Curricular Items and Activities	Amount
School Camps (Years 3 to Year 6 students)	To be advised
Incursions and excursions held throughout the year including interschool sports	To be advised
Swimming Program as scheduled throughout the year	To be advised
Health and Wellbeing programs (eg Puberty)	To be advised

## Other Contributions

Belmont Primary School continues to welcome your voluntary contributions to support our school. You can make a contribution to any of the specific priorities in the table below.

Other Contribution – for non-curriculum items and activities	Tax Deductible?	Suggested voluntary contribution per family
<b>Technology Replacement and Support Program</b> <i>A donation of \$50 per family is encouraged by School Council to ensure that Belmont Primary School stays at the forefront of technology. We ask that families support this initiative which has been developed to ensure that we maintain our ICT equipment at the highest standard across all year levels.</i>	No	\$50.00
<b>General Donation</b> <i>Supports the replacement of furniture and equipment, including sports equipment and sports uniforms, special playground projects such as the PlayPod, ongoing improvements to buildings such as air conditioners, local technical support and additional intervention support.</i>	No	\$30.00 - \$50.00
<b>School Grounds Maintenance and Gardening</b> <i>Families are invited to make a donation to support the provision of a groundskeeper to provide ongoing maintenance and improvements to the school grounds. This reduces the need for families to be involved in regular working bees.</i>	No	\$30.00-\$50.00
<b>Belmont PS Pay It Forward Fund</b> <i>This fund is distributed by the school on a needs basis to support families experiencing hardship due to extenuating circumstances with camps, incursions, excursions, swimming or other user-pays costs.</i>	No	\$10.00 - \$20.00

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

### Total contribution:

Category	
Student Stationary Pack	\$ 48.90
Curriculum Contribution	\$ 250.00
Other Contributions	Individual family choice
Extra-Curricular Items and Activities	To be advised

### Payment methods

Parents will be able to make payments through the Compass Pay system on the Compass App (desktop or mobile device).

We ask that parents aim to make all voluntary contributions and payments by Friday 23rd February 2024, however the school will continue to accept voluntary contribution payments throughout the school year.

### 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. The school will always work with parents who request a refund where circumstances or arrangements have changed and consider each request carefully and fairly on an individual case-by-case basis.

# 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) 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.