

# Parent Payment Arrangements 2024

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12 Oct 2023

Dear Families,

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

Schools provide students with free instruction to fulfil the standard curriculum requirements 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 is 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:

- Specialist software to support student learning and assessment in literacy and numeracy.
- ICT Devices for junior years and students who are unable to provide their own.
- Our wide specialist subject program (including Music, Performing Arts, STEM, Visual Art, Mandarin, DigiTech, Media Arts, and Physical Education),
- Significant improvements to the grounds, including the synthetic oval, amphitheatre, senior playground, and the upgraded Year 2 playground and Ninja Warrior course.

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

Yours sincerely,

**Linda Buckeridge** – Principal, Hillsmeade Primary School

**Lisa Holmes** – President, Hillsmeade Primary School Council

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<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
Online Learning Subscriptions: LLLL & Essential Assessment <i>These are specialised software packages to support the teaching and assessment in literacy and numeracy.</i>	\$20
Shared Classroom Stationery <i>Over and above the stationery students bring in their book packs.</i>	\$20
ICT Devices – provision of devices from the shared classroom sets <i>The school provides devices for in-class work in Prep-Year 3, and for students who are unable to BYOD.</i>	\$10
Printing and photocopying of worksheets and learning materials	\$20
School Sports Victoria membership	\$8
Life Skills Go – Mental Health & Wellbeing software for students	\$7
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
First aid equipment	\$20
Library Fund <i>For the maintenance and purchasing of new books, and the software to track our books.</i>	\$20
School grounds maintenance and improvements <i>Significant works, such as shade sails and major playground upgrades that aren't funded by the Dept.</i>	\$50
<b>Total Amount</b>	<b>\$175</b>

## Educational items for students to own

Individual student book packs will be communicated in November 2023 and will be available to purchase through PaperChase Office National. You do not need to purchase through Paperchase Office National, this option is provided for convenience. Further details are available from the Administration Office and on our website:

<https://www.hillsmeade.vic.edu.au/booklists-parent-payment-arrangements/>

## Extra-Curricular Items and Activities – provided on a user-pays basis

Hillsmeade Primary School offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum.

Each excursion/incursion/camp will be communicated to you directly through Compass and by your classroom teacher. If you wish your child to attend you will need to provide payment and consent by the due date indicated for each event. It is essential that you provide payment & consent before the due date for excursions as we usually cannot accept late additions.

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## Financial Support for Families

Hillsmeade 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 (SSR)
- Payment plans for Extra-Curricular Items and Activities

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

**Stewart Johnson** – Business Manager

Ph: 03 9704 6313 | Email: [hillsmeade.ps@education.vic.gov.au](mailto:hillsmeade.ps@education.vic.gov.au)

## Payment methods

Curriculum Contributions and Other Contributions can be paid through a number of options:

- Most preferred option: through Compass – *a payment plan is available through Compass*
- EFTPOS at the School Administration Counter
- BPAY using the details on your Family Financial Statement (email to parents regularly through the year, please contact the school if you are not receiving the Family Financial Statements)

## 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 Payments 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).

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## 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.