



## PARENT PAYMENT POLICY – 2022

### Parent Payment Arrangements

Dear parent/guardian,

*Big Hill Primary School* is looking forward to another great year of teaching and learning and would like to advise you of Big Hill Primary 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 enhanced digital learning opportunities with iPads and laptops available for students, numerous online programs that have been especially useful during Covid19 lockdowns and remote learning, opportunities for participation in a variety of sporting activities including Athletics, Gym, Swimming, Football, Netball, Soccer, Basketball, T20, extensive Arts and Music experiences.

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

Yours sincerely,

*Principal: Matthew Pearce*

*School Council President: Melissa Miller*



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#### FIRST STEPS AND JUNIOR UNITS (Year Prep, 1 & 2)

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum (INCLUDED IN BOOKLIST – PART C)	Amount
First Steps/Junior Unit classroom consumables (INCLUDED IN BOOKLIST – PART C)	\$0
<ul style="list-style-type: none"> <li>• Reading Eggs (\$13.20)</li> <li>• Maths Seeds (\$12.20)</li> </ul>	\$25.40
First Steps/Junior Unit ICT Devices -lease contribution (INCLUDED IN BOOKLIST PART C)	\$45.00
Whole School events <ul style="list-style-type: none"> <li>• Swimming Program – entry and transport (\$40)</li> </ul>	\$40.00
Other Contributions - for non-curriculum items and activities	Amount
School grounds maintenance and improvements	\$20.00
<b>Total Amount</b>	<b>\$</b>

#### Educational items for students to own

Attached is a list of items that the school recommends you purchase from **JJ Office Supplies** for your child to individually own and use. Parents may choose an alternate supplier if they wish.

#### Extra-Curricular Items and Activities

Big Hill 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.

Parents will be notified of final costs and due date for payment, closer to the time of the activity.

Extra-Curricular Items and Activities	Amount	Purchase
Gym Program	\$35.00	
Let's Get Moving (dance program)	\$15.00	
Grade 2 Sleepover	\$40.00 approx	
Excursion (TBA)		
<b>Total Extra-curricular Items and Activities</b>		<b>\$</b>



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### Financial Support for Families

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

- **CAMPS, SPORTS AND EXCURSION FUND (CSEF):** is available for parents holding a current Pensioner card or Health Care Card. This equates to \$125 per annum to assist with the cost of camps, sports and excursions.
- **Second hand uniform shop:** In order to support parents in meeting the costs of their children’s education the school operates a second hand school uniform shop.
- **State Schools Relief:** is available on request for parents experiencing financial difficulty in purchasing uniforms.
- **Saver Plus** is a free 10 month savings program that provides financial education budgeting and savings tips, and matches participants’ savings up to \$500 for education costs. To be eligible you must have a Health care or Pensioner card, have some regular income from work and have a child at school. This is an initiative of the Brotherhood of St Laurence and ANZ.
- **Other support:** There are a number of Local Community supports such as Anglicare and Uniting Care that may be able to assist parents. The school chaplain may also be able to assist with facilitating the connection of parents to these organisations.

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

Matthew Pearce

Ph: 03 5447 7022

Email: [Matthew.Pearce@education.vic.gov.au](mailto:Matthew.Pearce@education.vic.gov.au)

Category	
Curriculum Contributions (Third Party supplied)	\$
Curriculum Contributions (School supplied) Pay third party or School directly	\$
Other Contributions	\$.....
Extra-Curricular Items and Activities	\$.....

### Payment methods

Year level booklists are distributed in Term 4 to inform parents of the requirements for the next year. The booklist includes Curriculum Stationery items which can be purchased from the Stationery supplier (JI Office Products) You may also choose to purchase the **School supplied** curriculum items (Part C) at the same time. This can be paid to JI Office Products who then forward the amount to the school.

Parents can order and make payment online directly through the Stationery Supplier. Stationery packs can be pre-paid, or paid on Collection Day using cash or EFTPOS.

NB: Parents have the option to purchase booklist items elsewhere providing they are the same item.

Parents are able to use cash, cheque, QKR application or EFTPOS facilities when making payment to Big Hill PS for **School supplied** Curriculum Items, Other Contribution and Extra Curricular items and activities. This includes excursions, camps, sports events.

Parents are able to pay for items of significant cost by instalments (eg camps). CSEF recipients are able to use CSEF to pay for camps, sports and excursions.

### 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.

# 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.