

10 November, 2023

Dear parents and guardians,

As you know, Government schools provide students with free instruction to fulfil the requirements set out in the standard Victorian curriculum. Our vision at South Melbourne Park Primary School is to inspire a new generation of curious minds while developing highly literate and numerate learners. We want to engage our kids so that SMPPS is a place where they love to be, learn and play. I would like to outline some of the ways that your voluntary parent contributions can help to bring this vision to life:

- Our literacy program is enhanced by the provision of the latest decodable texts, reading sets, chapter books and quality literature
- We're able to resource our writing program with equipment that supports all learners to grow and develop, such as specialized writing books for the junior school, writer's notebooks for the senior school, and tools and multi-sensory equipment to support fine motor control and development of handwriting
- Numeracy resources can be provided and upgraded in every classroom to support your child to develop strong concrete understandings before they move onto abstract thinking
- Your contributions help with classroom supplies such as pencils, books, glue sticks, reading records, scissors, paper and craft supplies, etc.
- Curiosity and Passions programs are supported with materials to build, create and think critically with
- Our STEM (Science, Technology, Engineering and Maths) program is significantly enhanced with state of the art technology resources such as Bots, Makey Makeys, LEGO Education, iPads, coding tools, chemistry and circuitry kits etc.
- Our Visual Arts program is enhanced with the provision of clay, glaze, paint pens, quality paper, markers, paint and paint brushes, mounting paper, exacto knives, smocks, print making supplies, digital art supplies, canvases
- In PE, your contributions support the purchase of sports uniforms for teams representing the school, portable soccer and basketball goals, quality playground sports equipment
- Our Performing Arts and Spanish programs are enhanced with the purchase of sound equipment for performances, a greater range of musical instruments, costume supplies, puppets etc.

Your voluntary contributions make a significant difference to the quality of resources and programs that we can offer. We are so appreciative of your support. For further information on the Department's Parent Payments Policy, please see the one-page overview attached.

Yours sincerely,



Nicole Arnold  
Principal

Nicole Le Pou  
School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><b>Classroom consumables, student pack items, stationery, workbooks, materials &amp; equipment as well as Specialist program supplies:</b></p> <ul style="list-style-type: none"> <li>• Student stationery items ( the school bulk purchases these items for students to use)</li> <li>• Visual Art</li> <li>• STEM</li> <li>• Numeracy</li> <li>• Literacy</li> <li>• Sport/PE</li> <li>• LOTE (Spanish program)</li> <li>• Performing Arts</li> <li>• Passions program</li> <li>• ICT Devices – provision of devices for students to use for their learning, leased by the school</li> <li>• Printing &amp; photocopying of learning materials</li> </ul>	\$460
<p>Online subscriptions</p> <ul style="list-style-type: none"> <li>• Mathletics, RAZ, Compass</li> </ul>	\$60
<b>Total Curriculum Contributions</b>	<b>\$520</b>

Other Contributions - for non-curriculum items and activities	Amount
<p><b>Learning and Facilities</b> – This category is for curriculum resources and supports for your children such as:</p> <ul style="list-style-type: none"> <li>• Classroom sets/kits &amp; learning equipment</li> <li>• Enhanced student support ( eg; learning support programs, tutoring)</li> <li>• Enhanced wellbeing support (eg; wellbeing programs &amp; materials)</li> <li>• Engaging staff through local payroll (eg; groundskeeper/maintenance person, additional wellbeing and learning support staff)</li> <li>• Sports affiliation costs (eg; District sport, School Sport Victoria)</li> </ul>	\$300
<p><b>School Assistance Fund</b> – this fund is to provide curriculum consumables or Extra Curricular items and activities for families at our school unable to purchase these items due to demonstrated financial hardship. Your contribution helps to ensure that all our students have the option of attending excursions, incursions, school camp, swimming programs and uniform items.</p>	\$30
<b>First aid supplies and hygiene materials</b>	\$20
<b>School grounds and maintenance</b>	\$20
<b>Total Other Contributions</b>	<b>\$370</b>



Tax deductible contributions	
<b>Building fund</b> - A tax-deductible contribution to support renovations, upgrades, and maintenance of school buildings ( <b>Suggested amount - \$50</b> ).	\$
<b>Library Fund</b> – A tax deductible contribution for book purchases and equipment that sustain our library as a valuable resource for our students ( <b>suggested amount \$50</b> )	\$

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

South Melbourne Park 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. These are provided on a user pays basis (ie; excursions, incursions, camps, sports events, additional swimming classes, graduation event). Details of these items and activities will be provided to students and families throughout the year.

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund (CSEF) for eligible Healthcare Card holders
- State Schools Relief (SSR) for assistance with uniform items
- Payment plans/ instalments for Extra-Curricular Items and Activities
- Welfare and support agencies that have established partnership arrangements to provide further assistance to students and their families.

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

Christine Priddle, Business Manager

Ph: 03 9498 3396 | Email: [south.melbourne.park.ps@education.vic.gov.au](mailto:south.melbourne.park.ps@education.vic.gov.au)

### Total

Category	Totals
Curriculum Contributions	\$520
Other Contributions <i>(Non-tax deductible)</i>	\$370
<i>(Tax-deductible) suggested amount \$100*</i>	\$100*
<b>Total</b>	<b>\$990</b>



## Payment methods

Parent contributions towards requested payments is essential to maintain the quality of education that we provide at South Melbourne Park Primary School. Payments can be made via the Compass Parent Portal, QKR app or EFT at the School Office ( no cash payments). **Payment by instalments is available.**

## 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).



### 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.