

20 November 2023

## Mainstream

Dear parent/guardian,

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

Schools provide students with free instruction to fulfil the standard Victorian curriculum requirements and all contributions towards this provision are voluntary. Nevertheless, the ongoing financial support of our families ensures that our school can continue to offer high standards of education and care for our students.

Within our school, your contributions have enabled us to provide our students with access to essential equipment and resources required to maintain the delivery of high-quality educational programs and support child's learning and growth.

The family contribution request for 2024 will be \$270 per student. This money will go towards funding classroom and other learning materials, as well as access to ICT devices and programs. Further information regarding these contributions is outlined on the following pages. Please note that incursions, excursions, and camps are not included in this payment. These events will be invoiced as they occur throughout the year.

Please note: the gardening class program at TPS is an extra-curricular activity and is delivered as a user pays program. To ensure your child/ren participate in this program, this is a required payment. The STEM Garden class payment required is \$100 and is additional to the voluntary contribution of \$270.

Thornbury Primary School makes every effort to keep financial contribution requirements to a minimum, and to be affordable for all families. We understand that some families may face financial difficulty, and to support families, there is a range of support options and alternative payment arrangements available. For a confidential discussion, please contact our Business Manager, Shirley Brown on 9484 3254.

We want to thank you for all your support, whether that is through fundraising or volunteering your time. This makes a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to upgrade technology including laptops and i-pads in classrooms and invest significantly into the update of classroom decodable and other readers. In 2024, some of these funds will be used to implement and resource a STEM program at our school, to continue upgrading classroom reading materials, and to install or replace air conditioning to classrooms that experience weather extremes. We ask that you consider the ongoing support in 2024 so that we can continue with our current programs and continue to improve learning experiences for all students.

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

Yours sincerely,



David Wells

Principal



Michael Finger

School Council President

# Parent Payments Policy 2024 Mainstream

## School Council

School Council are responsible for overseeing budgets and setting parent payment fees for curriculum and extra-curricular activities each year.

## Family Payment Fee Schedule

School Council is committed to provide a streamed independent, itemised and transparent fee schedule for each 2024 Curriculum Contribution and Extra Curricular activity and item.

**Curriculum Contributions: \$270**

**Garden Class – Extra Curricular activity: \$100**

**Camps: Grade 3/4 (\$330) & Grade 5/6 (\$405)**

## Payment Methods

Several payment methods will be available including BPay, CompassPay, in person or by phone. Payment plans can be established on Compass or individually with the Business Manager at the school.

See full payment options and details on enclosed Payment form.

## Key Dates

November 2023: Family Payment letters will be sent to families via mail and Compass.

- Families can begin making payments from November 27<sup>th</sup>, 2023.
- Families need to return the enclosed Payment Form by January 30<sup>th</sup>.
- Conversations with the Principal regarding unpaid extra-curricular fees begin in term 2.

## Financial Assistance

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

- State Schools Relief
- Camps, Sports, and Excursions Fund (CSEF) Please contact the office for information on how to apply.
- 4 instalment payment plans. Choose through Compass (Can begin from November 27<sup>th</sup>, 2023)
- Individualised payment plans, please contact TPS directly.

## Contact TPS

For a confidential discussion regarding financial assistance options, or individualised payment plans, families may contact the Principal or Business Manager via email.

[thornbury.ps@education.vic.gov.au](mailto:thornbury.ps@education.vic.gov.au) or phone 9484 3254

## 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.

Curriculum Contributions: items and activities that students use, or participate in, to access the curriculum	Amount
Classroom consumables: materials and equipment Bulk class supplies and specialist supplies, such as: <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper</li> <li>• Science / STEM – materials and equipment</li> <li>• Mathematics – numeracy equipment</li> <li>• English – book boxes, home readers</li> <li>• Physical Education – Sports equipment</li> <li>• Music – musical equipment</li> </ul> Online subscriptions, such as: <ul style="list-style-type: none"> <li>• NESSI, Essential Assessment, Softlink, Tynker Stop Motion Studio, Swift Playgrounds</li> </ul> ICT Devices <ul style="list-style-type: none"> <li>• Provision of devices and applications for shared classroom sets</li> </ul> Provision of printing and photocopying of learning materials	\$270
<b>Total Curriculum Contributions - Mainstream</b>	<b>\$270.00</b>

Extra-Curricular Activities and Items	Amount
Thornbury PS 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 to deliver the curriculum.	
Curriculum aligned, garden-based Environmental Science Garden program. All TPS students receive an equal amount of time in a two week cycle every second term. Payment supports garden equipment and supplies, and salary costs for the garden class instructor.	\$100
Camp Grade 3/4 (Mainstream & Steiner): Arrabri Lodge Warburton, 2 <sup>nd</sup> – 4 <sup>th</sup> September Total cost is \$330. <b>(Payment can begin anytime, payment in full due 3 weeks prior to camp)</b> Families eligible for CSEF may opt to use some or all these funds. Payment can be made in instalments or in full. Please contact the office if you would like to set up payment instalments. A non-refundable deposit of \$50 will be required if your child/ren will be attending.	\$
Camp Grade 5/6 (Mainstream & Steiner): Weekaway Camp Benloch, 5 <sup>th</sup> – 7 <sup>th</sup> August Total cost is \$405. <b>(Payment can begin anytime, payment in full due 3 weeks prior to camp)</b> Families eligible for CSEF may opt to use some or all these funds. Payment can be made in instalments or in full. Please contact the office if you would like to set up payment instalments. A non-refundable deposit of \$50 will be required if your child/ren will be attending.	\$
Excursions & Incursions: Additional school charges may arise through the year such as excursions, swimming, 5/6 interschool sport, school photos. These charges will be notified to parents as early as possible by teaching staff and through Compass. (Please see information re. Compass payments attached)	
<b>Total Extra-Curricular Items and Activities</b>	<b>\$</b>

Other Contributions - for non-curriculum items and activities	Amount
Suggested contributions are listed below. Families are welcome to contribute an alternate amount value depending on their individual circumstances	
<b>Non-curriculum consumables, such as:</b>	
<ul style="list-style-type: none"> <li>• First aid and hygiene costs</li> </ul>	\$50
<ul style="list-style-type: none"> <li>• School Grounds maintenance and improvements</li> </ul>	\$50
<ul style="list-style-type: none"> <li>• Student Support Fund: a voluntary contribution that may help provide curriculum consumables and some additional programs for one child.</li> </ul>	\$
<b>Total Other Contributions</b>	<b>\$</b>

### Financial support for families

Thornbury 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)
- Payment Plans
- State School's Relief provides support for eligible families for clothing and other needs.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact Shirley Brown on 9484 3254 or, via email at [shirley.brown@education.vic.gov.au](mailto:shirley.brown@education.vic.gov.au)

Total Contributions Calculation	Totals
Voluntary Curriculum Contributions: Classroom & Specialist; Other - Mainstream	\$270.00
Extra-Curricular Garden Class Program (required)	\$100.00
Extra-Curricular – Grade 3/4 Camp (if applicable)	\$
Extra-Curricular – Grade 5/6 Camp (If applicable)	\$
Other Contributions – Grounds	\$
Other Contributions – First Aid & Hygiene	\$
Other Contributions – Student Support Fund	\$
<b>Total (please insert total to be paid)</b>	<b>\$</b>

**PAYMENT FORM:** Please and sign form for each child. All forms must be returned to front office by .....

<b>Child's Name</b>	
<b>Parent Name/s</b>	

Select your option below (A,B or C)

<b>( Please ✓ )</b>	<b>Option A – Full Payment</b>	
	A1	<b>Compass</b> - Follow instructions on the Thornbury Primary School Portal Compass   Organisation   Student Management.
	A2	<b>BPay</b> – Your BPay number is located on the bottom of your family statement.
	A3	<b>By Phone or in person at the front office.</b> Credit card, Eftpos, or cash
	A4	<b>Credit / Debit Card</b> – Fill in card details below

<b>( Please ✓ )</b>	<b>Option B – 4 Instalments</b>	
	B1	<b>Compass</b> - Follow instructions on the Thornbury Primary School Portal Compass   Organisation   Student Management.
	B2	<b>BPay</b> – Your BPay number is located on the bottom of your family statement.
	B3	<b>By Phone or in person at the front office.</b> Credit card, Eftpos, or cash
	B4	<b>Credit / Debit Card</b> – Fill in card details below

<b>( Please ✓ )</b>	<b>Option C – Other payment plan or arrangement</b>	
	C1	Please call the school Business Manager on 9484 3254 to discuss alternative arrangements and the range of financial support options available to you

<b>Card Details for all options</b>														
	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	Card Expiry		/	CCV/CVV									

Name on Card	
Signature	

<b>Acceptance</b>	I acknowledge that I have read the information above and agree to Option A, B or C		
Name (Print)			
Signature		Date	

# 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.