



## BENTLEIGH WEST PRIMARY SCHOOL

# PARENT PAYMENTS POLICY 2022

Dear Parent/Carer,

Bentleigh West Primary School is looking forward to another great year of teaching and learning and would like to advise you of our Parent Payments Policy and voluntary financial contributions for 2022.

The Department of Education and Training have been working with schools throughout 2020 and 2021 to strengthen the Parent Payments Policy to ensure there is transparency and consistency for all Victorian schools and families, and ensure schools provide students with free instruction to fulfil the standard Victorian curriculum and to assure you that all contributions are voluntary.

With these changes the following categories have been revised:

- Essential Student Learning Items has been renamed Curriculum Contributions
- Optional Items has been renamed Extra-Curricular Items and Activities
- Voluntary Contributions has been renamed Other Contributions

Please be assured Bentleigh West Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents. We are continually striving to achieve the best for all the children and these contributions, which are approved by School Council, will allow us to provide extra programs and equipment. We spend considerable time selecting the most appropriate requisites to meet the needs of our students and no student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or other contribution.

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

- Camps, Sports & Excursions Fund (CSEF) provided by DET and is automatically paid to the school for families holding a valid means-tested concession card. If eligible primary school students receive \$125 per year. Applications are made via the school and payments commence from March 2022 onwards. More information and application forms will be sent out at the beginning of 2022.
- State Schools Relief to assist with clothing and uniforms.

For a confidential discussion about accessing these services or an alternative contribution plan please contact Tanya Elliott on 9557 1228 or email [tanya.elliott@education.vic.gov.au](mailto:tanya.elliott@education.vic.gov.au)

Family invoices will no longer be generated and sent out to families as all contributions will now be listed and payable via Compass. Cash payments can be made at the office and receipts will be issued upon payment.

You will be able to set up payment plans in Compass if required and please don't hesitate to contact us if you need assistance.

**Refunds Policy:**

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.

We want to thank you for all your ongoing support which ensures that our school can offer the best possible education and support for our students. This has made a huge difference to our school and the programs we can offer.

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

Yours sincerely,



Steven Capp  
Principal



Tania Galbraith  
School Council President

Please find the itemised list of Curriculum Contributions, Other Contributions and Extra-Curricular Items and Activities for 2022 and we look forward to receiving your contributions. All contributions will be entered individually in Compass at the beginning of the school year.

**Curriculum Contributions:** Items and activities which the school deems necessary for students to learn the curriculum. Below is a list of the voluntary financial items and activities which are essential for your child to learn the standard curriculum.

**Other Contributions:** Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives. These include our school nurse and first aid contribution, and our grounds maintenance contribution. We continue to welcome and very appreciate your voluntary contributions to support our school being the wonderful school it is.

| Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum   | Amount       |
|--|--------------|
| <ul style="list-style-type: none"> <li>• General classroom consumables, materials and equipment \$165</li> <li>• English - various student novels and resource materials \$25</li> <li>• Mathematics - materials and maths equipment \$20</li> <li>• Science - materials and science equipment \$20</li> <li>• Art consumables - paint, paper, crayons, glitter, craft materials \$45</li> <li>• LOTE - classroom consumables and materials \$15</li> <li>• Health &amp; PE - sport equipment and resource materials \$20</li> <li>• Performing Arts - resource materials and music equipment \$20</li> <li>• Library - shared classroom resources \$20</li> </ul> | \$350        |
| <b>Student Online Subscriptions</b> <ul style="list-style-type: none"> <li>• Mathletics</li> <li>• Reading Doctor</li> <li>• Typing Club</li> </ul>  | \$30         |
| ICT Devices - provision of devices as shared classroom sets  | \$50         |
| Printing and photocopying of worksheets and learning materials   | \$35         |
| Swimming and Water Safety Programs for Prep - Grade 6  | \$50         |
| <b>Curriculum Activities:</b><br>Excursions and Incursions throughout the year for all year levels. These will be advertised and payable via Compass at least two weeks prior to the event.  | TBA          |
| Other Contributions - for non-curriculum items and activities  | Amount       |
| Student Wellbeing Programs   | \$15         |
| Compass Communication costs  | \$10         |
| School Nurse and first aid equipment<br>This allows us to employ a fulltime nurse for our school which is a wonderful service provided to our students.  | \$50         |
| School grounds maintenance and improvements  | \$40         |
| <b>Total Amount</b>  | <b>\$630</b> |

**Extra-Curricular Items and Activities:**

Bentleigh West Primary School offers 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. Extra-Curricular items and activities are provided on a user-pays basis and include optional academic competitions, optional excursions, optional sport carnivals, school yearbook, graduation, recording of school concert.

If you would like to purchase an item or activity for your child, please consent and pay on Compass when they are entered on Compass throughout the year.

| Extra-Curricular Items and Activities   | Amount |
|---|--------|
| School Yearbook   | \$20   |
| Grade 6 Graduation  | \$100  |
| Year 6 Interschool Sports program - includes transport, ground fees and event chargers for the year   | TBA    |
| Grade 3 - 6 Camps:<br>These will be advertised and payable via Compass at least 8 weeks prior to the event.<br><br>Extra-Curricular Excursions and Incursions throughout the year for all year levels:<br>These will be advertised and payable via Compass at least two weeks prior to the event. | TBA    |
| Academic Competitions   | TBA    |
| Other optional sport carnivals  | TBA    |
| <b>Total Extra-curricular Items and Activities</b>  |        |

# 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   | Other Contributions   | Extra-Curricular Items and Activities  |
|--|---|--|
| Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum. | Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives. | 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.