



**BENTLEIGH WEST PRIMARY SCHOOL**  
**PARENT PAYMENTS POLICY 2024**

Dear Parents/Carers,

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 2024.

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.

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 children and these contributions, which are approved by School Council, allow us to provide wonderful extra programs, opportunities and equipment.

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 2024 onwards. More information and application forms will be sent out at the beginning of 2024.
- 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)

**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 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.

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

Yours sincerely,

Sarah Asome  
Principal

Tania Galbraith  
School Council President

Please find the itemised list of Curriculum Contributions, Other Contributions and Extra-Curricular Items and Activities for 2024 and we look forward to receiving your contributions.

All contributions will be entered individually in Compass at the beginning of the school year.

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.

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<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 \$40</li> <li>• Library - shared classroom resources \$20</li> </ul>	\$390
Student Online Subscriptions <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
Curriculum Activities: Excursions, incursions and swimming programs throughout the year for all year levels. These will be advertised and payable via Compass at least three weeks prior to the event.	TBA
<b>Total Curriculum Contributions</b>	<b>\$505</b>
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
Student Wellbeing Programs	\$20
Compass Communication costs	\$20
First aid equipment	\$20
School grounds maintenance and improvements	\$60
<b>Total Other Contributions Amount</b>	<b>\$ 120</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 when they are entered on Compass throughout the year.

<b>Extra-Curricular Items and Activities</b>	<b>Amount</b>
School Yearbook - Whole school	\$20
Grade 6 Graduation	\$100
Year 6 Interschool Sports program - includes transport, ground fees and event chargers for the year	\$160
Grade 3 - 6 Camps: These will be advertised and payable via Compass at least 8 weeks prior to the event.  Extra-Curricular 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
Academic Competitions	TBA
Other optional sport carnivals	TBA
<b>Total Extra-curricular Items and Activities</b>	
<b>Prep - Grade 5 Students</b>	<b>\$ 20</b>
<b>Grade 6 Students</b>	<b>\$280</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.