

# WHITFIELD DISTRICT PRIMARY SCHOOL

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3 February 2023

Dear parent/guardian,

RE: PARENT PAYMENT POLICY

Whitfield District Primary School is looking forward to another great year of teaching and learning and would like to advise you of Whitfield District Primary School's voluntary financial contributions for 2023.

Schools provide students with free instruction to fulfil the standard curriculum requirements 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 is through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school, your support has allowed us to offer enhanced curriculum, local excursion and camping experiences.

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

Yours sincerely,

Tammy Holton  
*Principal*

Ben Jenkins  
*School Council President*

Contributions include two parts as set out below. Part A: Curriculum Contributions and Part B: Extra-Curricular Items and Activities.

<b>PART A: Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
Swimming and water safety program	\$60
<b>Total Curriculum Contributions (per student)</b>	<b>\$60</b>

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

Whitfield District 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.

The cost of extra-curricular items and activities will be advised throughout the year.

<b>PART B: Extra-Curricular Items and Activities</b>	<b>Amount</b>
Local school/cluster experiences (Foundation to Year 6) <ul style="list-style-type: none"> <li>• Italian Day - activities and transport</li> <li>• Musica Viva – performance fee</li> <li>• Local Theatre Performance – performance fee and transport</li> </ul>	\$40
Cooking (Year 3 to 6)	\$50
TBC: Melbourne Theatre Excursion to be scheduled	\$50
School camp: School Sleepover (Foundation to Year 2 only)	\$5
School camp: Beechworth (Year 1 & 2 only)	\$70
School camp: Outdoor School (Year 3 & 4 only)	\$65
<b>School camp: Outdoor School (Year 5 &amp; 6 only)</b>	<b>\$80</b>
School camp: Sovereign Hill (Year 3 – 6 only)	\$250
<b>Total Extra-Curricular Items and Activities (per student)</b>	
<b>Foundation</b>	<b>\$45</b>
<b>Year 1 &amp; 2</b>	<b>\$110</b>
<b>Year 3 &amp; 4</b>	<b>\$355</b>
<b>Year 5 &amp; 6</b>	<b>\$375</b>

**Total Fee Per Student (including Part A and Part B)**

<b>Year Level</b>	<b>PART A: Curriculum Contributions</b>	<b>PART B: Extra-Curricular Items and Activities</b>	<b>Total</b>
Foundation	\$60	\$45	\$105
Year 1 & 2	\$60	\$110	\$170
Year 3 & 4	\$60	\$355	\$395
Year 5 & 6	\$60	\$415	\$505

## Payment Method

Payments can be made upfront or prior to the event by Electronic Funds Transfer to:

<p><b>Whitfield District Primary School</b> <b>BSB: 063531</b> <b>Account Number: 10107371</b></p>
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## Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- State Schools Relief (SSR)
- Local community supports, such as Saver Plus Scheme
- School Breakfast Clubs food support, such as Holiday Hampers
- Payment plans for Extra-Curricular Items and Activities.

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

Tammy Holton (Principal) OR Pamela Spencer (Business Manager)  
Ph: 03 5729 8286 | Email: whitfield.ps@education.vic.gov.au

## Refunds

Parent requests for partial or full refunds will be considered 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. Generally, we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been paid to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, the school will clearly outline commitments at the time of payment.

# 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 (eg 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.