

PREP 2022

4<sup>th</sup> October 2021

Dear Parent/Carer,

Albion North Primary School is looking forward to another great year of teaching and learning and would like to advise you of Albion North Primary School's **voluntary** financial contributions for the 2022 school year.

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

Within our school this support has allowed us to improve our STEM and library resources, provide sporting equipment for classrooms and present special activities to the children such as author visits and multicultural performances.

Attached to this letter is an outline of the items we provide for your child throughout the year. The total amount for Year Prep 2022 students is \$180.

Details of how to pay can be found at the end of this document.

For further information on the Department's Parent Payments Policy please see a one-page overview attached. Or please refer to the school's website for the full document.

Yours sincerely,

Jean Bentley PRINCIPAL  
Simon Greatwood SCHOOL COUNCIL PRESIDENT

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><u>Year Prep classroom consumables, materials &amp; equipment</u></p> <ul style="list-style-type: none"> <li>• Classroom stationery (<b>\$20</b>) including:               <ul style="list-style-type: none"> <li>- Jumbo triangular pencils, 2B (6)</li> <li>- Coloured pencils, box 10 (2)</li> <li>- 64 page scrapbook, 100 gsm (5)</li> <li>- Glue stick, 36g (4)</li> <li>- Scissors, 135mm (1)</li> <li>- Whiteboard marker, black (4)</li> <li>- A4 ruled exercise book, 18mm, 64 page (1)</li> <li>- Manilla wallet, foolscap (1)</li> <li>- Markers, 10 pack (1)</li> <li>- Avery Insert cover display book, A4, 20 pocket, navy (1)</li> <li>- 64 page half scrapbook (1)</li> <li>- Jumbo twist crayons (1)</li> <li>- Pencil sharpener (1)</li> <li>- Mini whiteboard duster (1)</li> <li>- A4 document wallet, button closure, purple (1)</li> <li>- A4 document wallet, button closure, clear (2)</li> <li>- Consumables used in the classroom including coloured paper, paint, glue, card, glitter, cotton wool, streamers etc</li> </ul> </li> <li>• Art – paint, crayons, canvas, glitter, coloured paper, clay, 64 page scrapbook (<b>\$20</b>)</li> <li>• STEM – 64 page scrapbook, paper, glue, sticky tape, card, icy pole sticks, foil (<b>\$20</b>)</li> <li>• English – Victorian Handwriting book, take home reading diary (<b>\$20</b>)</li> </ul>	\$80
<p>Online Subscriptions</p> <ul style="list-style-type: none"> <li>• Mathletics (<b>\$10</b>)</li> <li>• EPIC (<b>\$10</b>)</li> <li>• Sunshine on Line (<b>\$10</b>)</li> </ul>	\$30
<p>Printing and photocopying of worksheets and learning materials</p>	\$20
<p>Satchels for homework, take home reading, library. Book box. Headphones. (These items are new in Prep and expected to last until year 6 with appropriate care)</p>	\$50
<p><b>Total Amount</b></p>	<b>\$180</b>

### Extra-Curricular Items and Activities

Albion North Primary School 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 in order to deliver the Curriculum. These are provided on a user-pays basis.

We are committed to keeping these costs to a minimum and we will give as much notice as possible to enable payment. These items will be charged throughout the year as deemed necessary to the class program. In 2022, it is expected that these items will include:

Extra-Curricular Items and Activities	Amount
Visiting performers and artists	TBA
Other optional excursions to be scheduled	TBA
Optional class activities to be scheduled (eg. Cooking, science experiments, construction)	TBA
Optional swimming lessons	TBA
<b>Total Extra-curricular Items and Activities</b>	TBA

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund for families with a Health Care Card
- access to State Schools Relief for families with a Health Care Card or other significant needs
- If you would like to discuss payment by instalment, please contact the school's office

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact the school on 93125900 or email [Albion.North.PS@education.vic.gov.au](mailto:Albion.North.PS@education.vic.gov.au)

Albion North Primary School has three nominated parent payment contact people that parents can have a confidential discussion with regarding financial hardship arrangements. These people are Jean Bentley (Principal), Dean Squires (Assistant Principal) and Anna Boyd (Business Manager). Cam Huynh, our Multicultural Education Aide, is also available to support families if needed.

## Total

Category	
Curriculum Contributions	
Extra-Curricular Items and Activities	
Total	

## Payment methods

In person at the office (between 8:30 a.m. and 3:45 p.m. on school days):

- Payment by cash
- EFTPOS payments

Through direct deposit into our bank account:

- Bendigo Bank
- BSB 633 000
- Account number 111 734 760

*Please make sure you include the student's name as a reference.*

## Refunds

A copy of the Albion North Primary School Refund Policy can be found on the school's website. 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.

# 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

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.