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School Principal: Kelly Halliday
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ABN: 81 960 156 844

24th October 2023

Dear Parent/Guardian,

Drouin West Primary School is looking forward to another great year of teaching and learning and would like to advise you of our voluntary financial contributions for 2024.

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'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 organise and coordinate the best possible programs outside of the traditional teaching and learning classroom structure. These financial contributions assist us with the purchasing of Art, STEM, AUSLAN, Library and Physical Education equipment and resources, which in turn, supports them to be exemplary programs coinciding with our elite classroom teaching of the established subjects such as Reading, Writing and Maths. These programs run alongside the traditional classroom teaching and learning programs and are imperative to provide an effectively balanced and rigorous overall education for your children.

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

Yours sincerely,

Kelly Halliday
Principal

Rhiannon Trimble
School Council President

PARENT PAYMENTS POLICY 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) including the VCE Vocational Major 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.

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><i>Year Prep to 6 classroom consumables, materials & equipment</i></p> <ul style="list-style-type: none"> • <i>Art – paint, crayons, canvas, glitter, coloured paper, glue, car, wool, material, wood, beading, clay, oil pastels, cardboard.</i> • <i>Science – PVA glue, vinegar, bi-carb soda, food dye, straws, sticky tape, cups, perishable items for experiments.</i> • <i>English/Literacy – Class Sets, Novels, Readers</i> • <i>Sports – Equipment, ribbons, materials</i> • <i>Library – Books, subscriptions</i> • <i>Printing and photocopying of worksheets and learning materials</i> 	\$ 90.00
<i>Year Prep to 6 ICT Devices – provision of devices from the shared classroom sets</i>	\$ 20.00
<p><i>Years Prep to 6 Whole school events</i></p> <ul style="list-style-type: none"> • <i>Athletics carnival - entry and transport (Approx. Cost \$10.00 per student)</i> • <i>Swimming carnival – entry and transport (Approx. Cost \$10.00 per student)</i> 	\$TBA
Total Curriculum Contributions	\$110.00
Other Contributions - for non-curriculum items and activities	Amount
<i>School Sports Victoria affiliation & Tarago District Association Levy</i>	\$ 5.00
<i>Student and parent communication tools – Compass and SMS communications</i>	\$ 5.00
<i>First aid equipment – Band-Aids, bandages, ice packs, saline, alcohol wipes, Ventolin, EpiPen, and vomit bags.</i>	\$ 5.00
Total Other Contributions	\$ 15.00

Educational items for students to own

Attached is a list of items that the school recommends you purchase from Maxim Office Group for your child to individually own and use.

Extra-Curricular Items and Activities

Drouin West 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.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
Camps – (Estimated cost for camps will be between \$275.00 to \$375.00 per student)	\$TBA	
Interschool Sports programs – (Estimated cost between \$10.00 to \$25.00 per student)	\$TBA	
Grade 6 Graduation – Day Excursion TBC, Ceremony, Photo Book, DWPS Souvenir Pen, Gr 6 Class Photo (Estimated Cost \$100.00)	\$TBA	
Grade 5/6 Winter Sports – (Approx. Cost \$15.00 per student)	\$TBA	
Grade Prep to 6 excursions to be scheduled (Parents should allow approx. 2 excursions per student for 2024 @ approx. \$30.00 each)	\$TBA	
Total Extra-curricular Items and Activities		\$TBA

Financial Support for Families

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

- Camps, Sports and Excursions Fund to eligible Health Care Card Holders to attend camps, sports and excursions
- State Schools' Relief provides financial support for eligible families to purchase clothing/uniforms/stationery at a reduced rate
- 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:

Emma Wiesenekker *Drouin West Primary School Business Manager*

Ph: (03) 5625 1971 or Email: drouin.west.ps@education.vic.gov.au

PLEASE COMPLETE AND RETURN TO THE OFFICE

Students Name:	Grade:
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Total

Category	
Curriculum Contributions	\$110.00
Other Contributions	\$ 15.00
Extra-Curricular Items and Activities	\$TBA
2024 - Total Curriculum and Other Contributions (EXCLUDES STATIONERY)	\$125.00

Payment methods

Parent contributions towards the requested payments is essential to maintain the quality of education that we provide at Drouin West Primary School. Payment can be made as per the options below:-

- CompassPay
- Cash
- EFTPOS
- Bpay



Bill Code: 87361
Ref:

I authorise \$_____ to be charged to my Visa / MasterCard.

Details as follows:

NAME (as on card)																				
CARD NO:																				
SIGNATURE																				
		VISA		MASTERCARD		EXPIRY DATE	___Month___Year													

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 Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.