



Kilmore Primary School

Principal: Mr Neil O'Sullivan

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PARENT PAYMENTS POLICY

December 2022

Dear parent/guardian,

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

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:

- Offer a wide range of subjects and special curriculum experiences for our students across all year levels
- Upgrade of our library area.
- Refurbishment of school grounds and expand the range of our play options.

Please find below Kilmore Primary Schools voluntary financial contributions schedule for 2023, which includes an overview of what your contributions will contribute towards.

Department of Education guidelines now mandate that schools are unable to provide parents with a statement of fees. With this in mind, parents are asked to please review the recommended voluntary financial contributions schedule below for an indication of contributions for your child/ren.

Further information about [Parent Payments](#) can be found on the Department of Education and Training website. A one-page overview of the [Department's Parent Payments Policy](#) can be found below (Appendix 1).

Yours sincerely,

Neil O'Sullivan
Principal

Jill Patford
School Council President

| Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum | Amount |
|---|---------------|
| CURRICULUM CONTRIBUTIONS <ul style="list-style-type: none"> ● Classroom consumables, materials & equipment. ● Take home readers for Foundation to Grade 2 students. ● Take home novels and literature sets for Grades 3 to 6 students. ● Purchasing of picture story books and student interest texts for library sessions. ● Printing and photocopying of worksheets and learning materials ● ICT Devices – provision of devices from the shared classroom sets ● Cartoon and graphic workshops for students. ● Online subscriptions <ul style="list-style-type: none"> ○ MAPPEN ○ Essential Assessment for home learning use. | \$120.00 |
| Other Contributions - for non-curriculum items and activities | Amount |
| OTHER CONTRIBUTIONS <ul style="list-style-type: none"> ● Student wellbeing programs including incursions. ● First aid equipment ● School grounds maintenance and improvements. ● Playground maintenance and playground equipment. ● Sporting equipment | \$50.00 |
| Total Amount | \$ |

Extra-Curricular Items and Activities

Kilmore 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. Details of these items and activities will be provided to students and families throughout the year.

| Extra-Curricular Items and Activities | Amount | Purchase (Please tick) |
|--|---------------|-----------------------------------|
| Life Ed Van | TBA | |
| Other optional camps, excursions, and incursions to be scheduled | TBA | |
| Total Extra-curricular Items and Activities | | \$ |

Financial Support for Families

Kilmore 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

For a confidential discussion about accessing these services, or if you would like to discuss

alternative payment arrangements, contact the Assistant Principal (Positive Climate for Learning) on 03 5782 1268, or email kilmore.ps@education.vic.gov.au.

Payment methods

Parent contributions towards the requested payments is essential to maintain the quality of education that we provide at Kilmore Primary School. Our preferred method of payment is via Compass Course Confirmations.

Alternatively, BPAY, cash, EFTPOS and cheque payments can be made directly at Kilmore Primary School Office. If choosing to make payment via BPAY, please contact the office for your unique reference number.

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.

APPENDIX 1: 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.