



## **Harrisfield Primary School**

November 11<sup>th</sup> 2024

*Dear Parents & Carers,*

*Harrisfield Primary School is looking forward to another great year of teaching and learning and would like to advise you of Harrisfield's voluntary financial contributions for 2025.*

*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.*

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

*Yours sincerely,*

*Meredith Iaconese  
Principal*

*Lisa Seufert  
School Council President*

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
Classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper</li> <li>• Science – equipment</li> <li>• Mathematics – equipment</li> </ul>	\$65
Printing and photocopying of worksheets and learning materials	\$15
Stationery – specific to student year level <ul style="list-style-type: none"> <li>• Exercise books, grid books, scrap books</li> <li>• Scissors, writing pencils. pens</li> <li>• Diary, ruler, document wallets</li> </ul>	\$40
<b>Total Curriculum Contributions</b>	<b>\$120</b>

Other Contributions - for non-curriculum items and activities	
School grounds maintenance and improvements	\$20
<b>Total Other Contributions</b>	<b>\$20</b>

### **Educational items for students to own**

Enclosed is a list of items that the school recommends you purchase for your child to individually own and use.

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

Harrisfield 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>Extra-Curricular Items and Activities</b>	<b>Amount</b>
Optional long day excursion to Sovereign Hill – Year 5/6 students	\$150
Optional Swimming Program	\$50
Optional Interschool sports program – Year 5/6 students	\$50
Other optional excursions & incursions to be scheduled)	TBA
<b>Total Extra-Curricular Items and Activities</b>	

**Financial Support for Families**

Harrisfield 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)
- 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, contact: Meredith Iaconese on 9546 9210 or Meredith.iaconese@education.vic.gov.au

**Total payment**

<b>Category</b>	<b>Totals</b>
Curriculum Contributions	\$
Other Contributions (Non-tax deductible)	\$
Extra-Curricular Items and Activities	\$
<b>Total</b>	<b>\$</b>

Student/s First name ..... Last name: .....

Date paid ..... [ ] EFT [ ] Cash [ ] Bpay

[ ] Direct deposit BSB:083 001 Account: 806 254 595

**Payment methods**

Payment methods available are:

- Cash
- Bpay
- Eftpos
- Direct deposit – BSB 083 001 Account number: 806 254 595

**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 Payments 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 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:

<b>Curriculum Contributions</b>	<b>Other Contributions</b>	<b>Extra-Curricular Items and Activities</b>
<i>Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.</i>	<i>Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.</i>	<i>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.</i>

- 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.