



Dear Parents/Carers,

08/11/2022

We are looking forward to a great year of teaching and learning in 2023 at Westgarth Primary. We would like to advise you of our school's voluntary financial contribution schedule for 2023.

State Government schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that 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.

School Council wishes to maintain our excellent classroom, specialist and extra-curricular educational programs and facilities. Parent contributions in all forms are highly valued by our school community and has allowed us to organise and coordinate rich, extensive programs and materials beyond what is required in the standard curriculum and what is provided for by Government funding. We make every effort to keep the cost of items and activities to a minimum and affordable for all parents.

Within our school our literacy, numeracy, art, and sporting materials are very extensive, and we are constantly updating and adding new materials for teachers and students to use to support personalised and quality learning. Our digital learning opportunities are constantly being updated without the need to implement a bring-your-own-device (BYOD) program. Our Stephanie Alexander Kitchen Garden Program (SAKGP), additional teaching and support staff, musical, art show, sporting events etc., and facilities and maintenance of our buildings and grounds with planned upgrades to the Brooke St front yard to be completed this year are all additional offerings enabled through your contributions.

Within the new Department of Education guidelines we can no longer itemise parent contributions on family statements. With this in mind, we ask that you review the recommended voluntary contribution schedule as outlined for your child/ren, see page 3.

### Financial Support for Families

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

- State Schools Relief Fund (SSR)
- Camps, Sports and Excursions Fund (CSEF)
- Compass half yearly and individualised payment plans
- Free uniform recycled shop (FURS)

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Carolyn Shiels (Assistant Principal) or Javier Arroyo (Business Manager)

Ph: 03 9481 5577 | Email: [westgarth.ps@education.vic.gov.au](mailto:westgarth.ps@education.vic.gov.au)

### Payment Methods

Westgarth Primary School's preferred method of payment is via the Compass parent portal.

Families can opt to access the half yearly payment plan via their Compass portal or can contact the school to set up a more individualised payment plan within Compass. Where families choose not to use the Compass portal, they can make payment at the school office in person with cash/EFTPOS/credit card.

### 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.

For further information on the Department's Parent Payments Policy please see below a one-page overview or visit [www2.education.vic.gov.au/pal/parent-payment/resources](http://www2.education.vic.gov.au/pal/parent-payment/resources)

Yours sincerely,

Jo Wheeler

Principal

Jacob Spencer

School Council President

PREP-YEAR 2 & OFFICE 37-45 Brooke Street ■ YEARS 3-6 311-315 Clarke Street ■ PO Box 59, Northcote VIC 3070

T 03 9481 5577 E [westgarth.ps@education.vic.gov.au](mailto:westgarth.ps@education.vic.gov.au) W [wgps.vic.edu.au](http://wgps.vic.edu.au)

# 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.

## 2023 VOLUNTARY FINANCIAL CONTRIBUTIONS SCHEDULE

Curriculum Contributions – Items and activities that students use, or participate in, to access the standard curriculum	Amount
<p>Student Classroom Materials and Equipment including Subject Specific - English, Mathematics, Language, Music, Science, Art and P.E. E.g. exercise books, textas, pencils, posters/charts, coloured and white paper/cardboard, classroom libraries and readers, sticky tape, glue, markers, whiteboards, inquiry items, paint, clay, glitter, wool and craft items, printing and photocopying of worksheets and learning materials and classroom sporting equipment etc. <b>(\$165 – All year levels)</b></p> <p>ICT Applications &amp; Provision of school owned devices, shared classroom sets, device configuration and upkeep. - Mathletics \$12, SeeSaw \$8, Reading* \$15, Compass \$ 14 and Digital Device Provision \$15 <i>* Online Reading is for Prep/1 &amp; 2 only.</i></p>	<p><b>\$229.00</b> Prep/1/2</p> <p><b>\$214.00</b> Year 3-6</p>
Other Contributions – Non-curriculum items and activities	Amount
<p>First Aid Officer: This contribution is required to fund the employment of a qualified first aid officer to provide first aid to students. <b>(\$60 – All year levels)</b></p> <p>Maintenance of Grounds and Buildings: This contribution is required to fund regular maintenance of the school grounds and buildings to meet appropriate standards. DET does not provide enough funds to address all of the urgent works and essential items needed for our school. These shortfalls are met from locally raised funds. <b>(\$65 – All year levels)</b></p> <p>Kitchen Garden Program: This contribution is to support the longevity of this unfunded program. <b>(\$50 - Prep/1/2 &amp; 6 only)</b></p> <p>Kitchen Garden program: This contribution is to fund the food (\$50) consumed by students in this program, the employment of qualified staff (\$120) to provide this specialist program and to support the longevity of this unfunded program. <b>(\$170 - Year 3-5 only)</b></p>	<p><b>\$175.00</b> Prep/1/2 &amp; 6</p> <p><b>\$295.00</b> Year 3-5</p>
Extra-Curricular Items and Activities – Additional to the standard curriculum	Amount
<p>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.</p> <ul style="list-style-type: none"> <li>• School Photos</li> <li>• Sports Carnivals</li> <li>• Interschool Sport (Years 5 &amp; 6 only)</li> <li>• Camps (Years 4 &amp; 6 only)</li> <li>• Graduation Ceremony</li> <li>• Swimming</li> <li>• Private Instrumental Music Lessons</li> <li>• Extra-Curricular Excursions and In-house Activities</li> <li>• Extra-Curricular Academic Competitions</li> <li>• Extra-Curricular Lunchtime Chess Program (Years 3-6 only)</li> </ul>	<p><b>Pay Per Use</b></p>
Tax Deductible Building Fund Contribution	Amount
<p>We invite you to donate a tax-deductible contribution into our Building Fund to support renovations, upgrades, and maintenance of school infrastructure. This fund is prioritised by School Council and the Environment Committee.</p> <p>There is a sliding scale of suggested donation, but not limited to:</p> <p><b>\$100</b> per child for a combined income of \$50,000 and up to \$99,999  <b>\$150</b> per child for a combined income of \$100,000 and up to \$149,999  <b>\$200</b> per child for a combined income of \$150,000 and above</p>	<p><b>\$200.00</b></p> <p>or</p> <p>\$.....</p> <p><b>Nominated Amount</b></p>