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9 November 2022

Dear parent/guardian,

Clunes Primary School is looking forward to another great year of teaching and learning and would like to advise you of Clunes 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:

- Provide enhanced digital learning opportunities through Mathseeds, Mathletics, Reading Eggs, Sunshine Online and Typing Tournament
- Maintain sufficient class sets of books for students to develop their reading skills
- Provide reader bags for Prep students
- Supply headphones for individual student use
- Expand our range of sporting equipment
- Supply a school diary to each student
- Ensure supplies of varied materials for art classes
- Offer effective first aid for all students
- Continue the Kitchen/Garden program to further develop the whole child

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 financial contributions schedule for an indication of contributions for their child/ren.

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

Yours sincerely,

Sonia Jardine  
Principal

Jo Henderson-Drife  
School Council President

## 2023 Voluntary Financial Contributions Schedule

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Annual amount per student
<p><i>Year 1 &amp; 2 consumables, materials &amp; equipment</i></p> <ul style="list-style-type: none"> <li>• <i>School diary</i></li> <li>• <i>Art supplies for take home materials</i></li> <li>• <i>Printing and photocopying of worksheets and learning materials</i></li> <li>• <i>Classroom supplies – inc. coloured paper, crayons</i></li> <li>• <i>English – book boxes/take home readers/SRA spelling books/handwriting books</i></li> <li>• <i>Mathematics – resources and maths boxes</i></li> <li>• <i>Sports – equipment</i></li> <li>• <i>Food ingredients/garden supplies for Kitchen/Garden program</i></li> </ul>	\$153
<p><i>Years 1 &amp; 2 Online Subscriptions</i></p> <ul style="list-style-type: none"> <li>• <i>Mathseeds</i></li> <li>• <i>Reading Eggs</i></li> <li>• <i>Sunshine Online</i></li> <li>• <i>Typing Tournament</i></li> <li>• <i>Assessment and Reporting Programs</i></li> </ul>	\$67
<i>ICT Devices – provision of devices from the shared classroom sets</i>	\$10
<p><i>Whole School Events</i></p> <ul style="list-style-type: none"> <li>• <i>Swimming program - previously charged during Term 4</i> <i>N.B. CSEF can be used to contribute to swimming costs</i></li> </ul>	\$85
<b>Sub-Total Amount</b>	<b>\$315</b>
Other Contributions - for non-curriculum items and activities	Amount
<ul style="list-style-type: none"> <li>• <i>School Sports Victoria membership</i></li> <li>• <i>Student wellbeing programs</i></li> <li>• <i>First aid equipment</i></li> <li>• <i>School grounds maintenance and improvements</i></li> <li>• <i>Library books</i></li> </ul>	Approx. cost per student is \$160. Suggested voluntary contribution is <b>\$50</b>
<b>Total Amount</b>	<b>\$365</b>

### Educational items for students to own

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

### Extra-Curricular Items and Activities

Clunes 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 the extra-curricular items and activities will be provided through the year.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
<i>Optional School camp program</i>	\$TBA	
<i>Optional Interschool Sports program</i>	\$TBA	
<i>Other optional excursions to be scheduled</i>	\$TBA	
<b>Total Extra-curricular Items and Activities</b>		<b>\$</b>

### Non-Payment of Extra-Curricular Items and Activities

Children will not attend activities unless payments has been received OR you have discussed the situation with the principal. We are aware that at times special circumstances exist which need to be considered BUT you must contact us well in advance of the activity occurring.

### Financial Support for Families

Clunes 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 provides support for eligible families to access limited uniform for their Prep students free of charge or at a reduced rate

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Sonia Jardine

Ph: 03 5345 3182 | Email: [clunes.ps@education.vic.gov.au](mailto:clunes.ps@education.vic.gov.au)

### Total

Category	
Curriculum Contributions	\$
Other Contributions	\$
Extra-Curricular Items and Activities	\$

## **Payment methods**

We offer a variety of payment options to assist our families.

- EFTPOS is available at the office
- Credit card payments can be made over the telephone
- Direct Deposit – bank account details are as follows:

Account Name:	Clunes Primary School
BSB:	063 502
Account Number:	1018 6800
- Cash / Cheque

Electronic payments are preferred. Staggered payments throughout the year are welcome. Any record of payments or contributions is confidential.

## **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.

# 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).



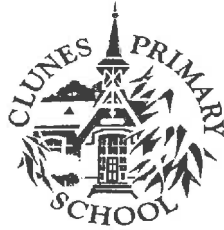
### FINANCIAL HELP FOR FAMILIES

- 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.



## Grade 1 Requisites 2023

Purchase from newsXpress Clunes

Student Name: \_\_\_\_\_

Phone: \_\_\_\_\_

CODE	Description	QTY	EACH	TOTAL PRICE
49846	EXERCISE BOOK 18MM DOTTED THIRDS A4 96PG	2	\$ 2.25	\$ 4.50
9212	SCRAPBOOK MEGASAURUS BOND 64 PG 335 X 240	4	\$ 2.50	\$ 10.00
	WRITING BOOK HALF PLAIN HALF 18MM DOTTED THIRDS 64 PG	2	\$ 3.95	\$ 7.90
53938	DISPLAY FOLDER - 20 POCKET - CLEAR COVER	1	\$ 1.70	\$ 1.70
12182	PENCIL - TRIANGULAR GRIP BLACK LEAD 2B	5	\$ 0.70	\$ 3.50
12183	COLOUR PENCILS GRIP - FABER CASTELL (PKT 12)	1	\$ 3.95	\$ 3.95
48064	SHARPENER 2 HOLE METAL	1	\$ 0.70	\$ 0.70
21028	ERASER - PLASTIC LARGE	2	\$ 0.90	\$ 1.80
21557	BOSTIK GLUE STIK - 21GM	4	\$ 3.25	\$ 13.00
71380	SCISSOR - BLUNT END SS - LEFT OR RIGHT	1	\$ 2.50	\$ 2.50
35089	COPY PAPER - WHITE 80GSM ( NOT RECYCLED)	3	\$ 6.60	\$ 19.80
42105	DOCUMENT WALLET - 30MM GUSSETT - YELLOW	1	\$ 1.25	\$ 1.25
	TISSUES	2	\$ 2.25	\$ 4.50
		TOTAL LIST PRICE		\$ 75.10

TO HELP WITH ORDERING

\*\*\*10% discount applies if order placed by WEDNESDAY 21ST December