

## 2024 Parent Payment Arrangements

Wurundjeri Woi Wurrung Country  
112 Keilor Road  
Essendon North  
Victoria 3041

Friday 13th of October, 2023

Dear Essendon North Parents and Carers,

Essendon North Primary School is looking forward to another great year of learning and teaching and would like to advise you of Essendon North Primary School's voluntary financial contributions for 2024. Victorian Government Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. The ongoing support of our families ensures that our school can offer the best possible education for our students, supporting our school to provide the programs, resources, and materials to foster learning outcomes. We want to thank you for all your ongoing support. Your financial contributions continue to make a significant impact on the programs we offer and the education of our students.

As highlighted in the Department of Education and Training's (DET) Parent Payments Policy (please see the one-page overview contained within this document) there are three categories for parent payment requests and these are outlined below:

**Curriculum Contributions:** *Curriculum Contributions are voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.*

**Other Contributions:** *Other Contributions are voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.*

**Extra-Curricular Items and Activities:** *Extra-Curricular Items and Activities are items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free in order to deliver the Curriculum. Extra-Curricular Items and Activities are provided on a user-pays basis. They include optional excursions and camps, optional sporting or music programs, and materials that don't relate to the Curriculum such as school magazines.*

For 2024, we have engaged the services of Complete Office Supplies (COS) through the Department of Education's procurement process. COS will be our supplier to provide students with classroom materials. At ENPS we make every effort to keep the cost of items and activities affordable for all parents. To streamline the process, we have organised for COS to deliver bulk orders of materials to the 2024 Home Group Teacher. All curriculum consumable items listed below and resources will be in classrooms and accessible for the first day of school.

In the instances of shared parental responsibility, Essendon North Primary School can send duplicate Parent Payment Arrangements to all parties with parental responsibility and asks parents to decide who is responsible for making payment and in what proportions.

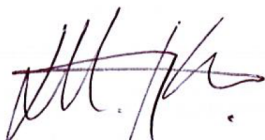
The School Council of Essendon North Primary School determines the parent payments each year in line with the Victorian DET guidelines. Parent payments are requested to enhance the educational opportunities for our students, and further enrich the learning and teaching programs. Parent contributions in all forms are highly valued by our school community as they ensure our students can access a broad range of learning opportunities. At ENPS the financial contribution support has allowed us to enhance digital learning opportunities, increase classroom resources and upgrade curriculum equipment, including mathematics, literacy and science resources.

Yours sincerely,



Kate Barletta

Principal



Merter Kavas

School Council President

## ENPS PARENT PAYMENTS ARRANGEMENTS 2024

The following is a breakdown of payments:

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p>These classroom consumable items will be used throughout the year by your child. These items will be provided to your child's classroom ready for their first day of school.</p> <p>These items include:</p> <ul style="list-style-type: none"> <li>● Mathematics – concrete materials, calculators, grid books, stationary and</li> <li>● English – book boxes, class sets, novels, readers, classroom materials</li> <li>● Classroom - pens, pencils, textas, glue sticks, writing, graph and scrapbooks, highlighters, post-it notes, folders, display books, scissors, rulers, F-2 Home Reading Journal / 3- 6 School Diary, Resilience Project Journal</li> <li>● Art – paint, crayons, canvas, glitter, coloured paper, glue, card, wool, material, wood, beading</li> <li>● Science – materials and supplies for experiments, books, shared classroom materials, science equipment</li> <li>● Sports/Physical Education – equipment, ribbons, materials</li> <li>● Mandarin – books, pens, markers and folders</li> <li>● Library – books, subscriptions</li> <li>● Bulk items - Coloured paper, cardboard, stickers, post-it notes, whiteboard markers, laminating sheets</li> </ul>	\$250
<p>Online Subscriptions</p> <p>Including:</p> <ul style="list-style-type: none"> <li>● Compass</li> <li>● Essential Assessment</li> <li>● Mathletics</li> <li>● Reading Eggs</li> <li>● SeeSaw</li> <li>● Story Box Library</li> <li>● Sunshine Online</li> </ul>	\$60
<p>Provision of devices from the shared classroom sets:</p> <p>F-2 I pads</p> <p>3-6 Laptops</p> <p>Apple TV maintenance and upgrades</p>	\$30
Printing and photocopying of learning materials	\$30
<b>Total Amount</b>	<b>\$370</b>

Other Contributions - for non-curriculum items and activities	Amount
Student wellbeing programs (inclusive of Blueearth, The Resilience Project, UR Strong)	\$30
First aid equipment	\$10
School grounds maintenance and improvements	\$10
<b>Total Amount</b>	<b>\$50</b>
<b>Tax deductible contributions</b>	
Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$50
<b>Total Amount</b>	<b>\$50</b>

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

Families wishing to purchase these items themselves can contact the school office for a list of recommended items.

### **Extra-Curricular Items and Activities**

Essendon North 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.

### **Financial Support for Families**

Essendon North 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
- Flexible Payment Arrangements

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

Kate Barletta (*Principal*) or Teresa Heale (*Finance Manager*)

Ph: 03 9379 3979

Email: [kate.barletta@education.vic.gov.au](mailto:kate.barletta@education.vic.gov.au) or [teresa.heale@education.vic.gov.au](mailto:teresa.heale@education.vic.gov.au)

## Totals

Category	
Curriculum Contributions	\$370
Other Contributions	\$50
Extra-Curricular Items and Activities	\$ user pay basis

Category	
<p><b>Tax Deductible Donation</b></p> <p>School Council has established tax-deductible gift recipient status with the Australian Taxation Office for the Building Fund.</p> <p>Please contact the office for the banking details for Contributions to be deposited directly in the Essendon North Primary School – Building Fund</p>	<p><i>Voluntary donation at preferred amount</i></p>

## Payment methods available:

- **B-Pay**
- **Compass**
- **EFT machine at the school office**
- **Cash**

## Refunds

In line with Essendon North Primary School policies, if a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

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 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.