



# Albion Primary School

## **PARENT PAYMENT ARRANGEMENTS**

Dear Parent/Guardian/Carer Giver,

Albion Primary School is looking forward to another year of teaching and learning and would like to advise you of its 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 is through fundraising or volunteering your time. This makes a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to organise and coordinate extensive resources for inside and outside teaching and learning programs. It has allowed us to continue to update reading texts in both the library and home reading areas to reflect interests and passions of our students, We have been able to add new material for teachers to use to support the learning of your children. We have upgraded some of the digital learning devices and provided special curriculum experiences such as the Life Education program for all students. Your support has provided resources for the whole school programs including science, sports, and wellbeing programs. Our specialist programs of The Arts (Visual Art and Music), Physical Education, Library and Italian benefit from your contributions to assist us with the purchasing of various resources to keep these programs running. The continued improvements of our lovely grounds have all been supported through our combined efforts. Your support with your contributions is essential in being able to provide the learning opportunities that fosters our belief in developing the whole child – academically, socially and emotionally.

Learning and teaching programs reflect our school's priorities, decisions and resources. Albion Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for parents.

The parent payment arrangements were approved by school council at its November meeting.

For further information on the Department's Parent Payment Policy, please see the one-page overview attached.

### **Payment Methods**

Payments may be made with Electronic Funds Transfer (EFT), EFT Point of Sale (EFTPOS) or cash.

## Financial Support for Families

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

- Alternative payment plan arrangements (for eg. Contribution instalments)
- Camps, Sports and Excursions Fund (CSEF)
- Albion Primary School Education Assistance (SEA)
- State Schools' Relief fund
- Sunshine Court Fund
- Local community groups
- Second hand and donated uniforms

Parents who have a current Health Care or Pension card with each named Albion student on it, as from the first day of term one 2023, are eligible for the CSEF. CSEF is used to help cover the costs of school extra-curricular activities. The amount is \$125 per child for the year.

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

- Diane Donoghue, Business Manager – Email: [Diane.Donoghue@education.vic.gov.au](mailto:Diane.Donoghue@education.vic.gov.au);
- Adrienne Williamson, Principal – Email: [Adrienne.Williamson@education.vic.gov.au](mailto:Adrienne.Williamson@education.vic.gov.au) ;
- Andrea Murray, Assistant Principal – Email [Andrea.Murray@education.vic.gov.au](mailto:Andrea.Murray@education.vic.gov.au) or
- Jann Turner, Student Wellbeing Coordinator – Email: [Jann.Turner@education.vic.gov.au](mailto:Jann.Turner@education.vic.gov.au)

or call 9311 1325 to arrange an appointment.

## Refunds

Payments made to school are banked efficiently and the school does not hold cash on the premises so to refund a cash payment in cash is often not possible. Albion Primary School will consider requests for partial or full refunds of payments made by parents/guardians on a case-by-case basis considering the individual circumstances. Generally, we will not be able to refund payments made for items purchased or costs that have been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment. Where funds paid to the school by parents/guardians have not been made to a third party, the payment can be allocated to a future school event that the child will participate in. In other circumstances, a refund may be given via EFT to a parents' nominated bank account.

Sincerely

Adrienne Williamson  
Principal

Adam Bird  
School Council President

## PARENT CONTRIBUTIONS – ALL YEAR LEVELS

These tables below provide parents with information regarding contribution payments. Please note that the actual cost to the school is \$405 per child. We are requesting the following contributions:

<b>Curriculum Contributions (items and activities that students use, or participate in, to access the curriculum)</b>	<b>Contribution request per child</b>
Books, stationery, curriculum consumables and equipment for classroom programs	\$65.00
Books, stationery, curriculum consumables and equipment for specialist programs (Visual Art, Physical Education, Library, Italian)	\$15.00
ICT devices – provision of devices from shared classroom sets	\$30.00
Software subscriptions for student use	\$20.00
Printing and copying of learning materials	\$10.00
<b>TOTAL</b>	<b>\$140.00</b>
<b>Other Contributions (for non-curriculum items and activities)</b>	<b>Contribution request per child</b>
School Sports Victoria student membership (all students)	\$2.00
Parent communication tools (eg Compass, E-News)	\$10.00
Student wellbeing programs	\$10.00
First Aid and hygiene costs and equipment	\$8.00
Library maintenance and enhancement	\$5.00
School grounds maintenance and improvements	\$5.00
<b>TOTAL</b>	<b>\$40.00</b>
<b>TOTAL</b>	<b>\$180.00</b>

For families with three or more children, the contribution request for the third and subsequent child/children will be \$150 per child.

### Extra-Curricular Items and Activities

Albion Primary School offers a range of optional items and activities that are additional to the delivery of the standard curriculum. These items and activities are designed to broaden the school experience for your child. These items and activities will be charged for prior to the actual activity. The prices listed next are approximate to provide parents with an idea of costs involved.

Extra-Curricular Items and Activities (optional items and activities)	Approximate Amount per child
Camps, excursions and onsite activities will be scheduled during 2023. The cost of these events will be advised throughout the year. They vary depending on venue and activities undertaken. Costs can range from \$5 (for onsite activities) to \$300 for year 4/5/6 camps.	<i>To be advised</i>
Transport to interschool sport for years 5/6 in terms one and two (varies due to number of away games on fixtures)	\$25 per term (approx.)
Swimming – 9-day program (4 lessons paid as part of the curriculum) 5 additional lessons and transport to and from lessons	\$130 (approx.)
School events (for eg. School production, art show, graduation, fundraising events). Costs vary depending on event, venue and activities undertaken. The cost of these events will be advised throughout the year. They can vary from \$5 to \$100	<i>To be advised</i>
School Photos (varies depending on photo pack choice)	\$40 (average)
Year 6 top	\$35 (approx.)

### School Uniform

At Albion Primary School, uniform is compulsory. As you have chosen Albion Primary School for your child, you are accepting the uniform policy and that your child will wear the school uniform including an approved hat.

Uniform Items	Amount per item
Short sleeved polo shirts (navy or white) with school logo – child/adult size	28.00/32.00
Long sleeved polo shirts (navy only) with school logo	30.00
Navy windcheater with school logo – child/adult size	27.00/33.00
Navy polar fleece jacket with school logo	43.00
Navy track pants	22.00
Unisex shorts	19.00
Blue and white checked school dress	21.00
School hat with school logo – flap cap/slouch hat	13.00/15.00

**Curriculum items will be organised, and contributions can be made on:**

***Friday 27<sup>th</sup> January 2022 from 12:30pm – 3:15pm or***

***Monday 30<sup>th</sup> January from 9:30am – 3:15pm***

Uniform items can also be purchased on the same dates and times as above. Contributions and payments may be made via, EFT, EFTPOS or cash on collection day at the office.

Health Care/Pension Card holders – please complete the attached Camps, Sport and Excursion Fund application form and bring your current card on collection day to access funding for your child.

# 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.

