



# PARENT/GUARDIAN COPY

Please keep this copy for your records.

## GRADE 5/6 -2024

Dear Parent/Guardian,

School Council would like to advise you of Hallam Primary School’s voluntary financial contributions for 2024. Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. For further information on the Department’s Parent Payments Policy please see a one-page overview attached.

Categories of Parent Payment Requests			
<b>Curriculum Contributions</b>	Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum	e.g., general (shared) classroom materials and equipment, subject specific materials and equipment, provision and upkeep of school devices, peripherals and ICT, photocopying and printing for students, assessments	<b>Not Requested for 2024</b>
<b>Other Contributions</b>	Voluntary financial contributions for non-curriculum items and activities that relate to the school’s functions and operations	e.g., sports affiliations costs, Compass, enhanced student support, enhanced wellbeing support, school buildings and grounds maintenance and enhancement, Library maintenance and enhancement, First Aid and hygiene costs	<b>Requesting for 2024:</b> \$45.00 per student to assist with grounds maintenance and enhancement
<b>Extra-curricular Items and Activities</b>	These are provided on a user-pays basis. Items and activities that enhance or broaden the school experience of students and are above and beyond what the school provides for free to deliver the Curriculum.	e.g., optional items to keep such as excursions, incursions, camps, sport carnivals and events, Year 6 Farewell, entry into academic competitions, <u>Year Book, online subscriptions such as Mathletics, Mathseeds and Reading Eggs, Stephanie Alexander Kitchen Garden, Mental Maths Book &amp; Life Education</u>	<b>Requesting for 2024:</b> Mental Maths Book, Mathletics, Stephanie Alexander Kitchen Garden Program, Life Education <b>To be requested separately during 2024:</b> Excursions, incursions, camps, sport carnivals and events, Year 6 polo/jacket/Farewell, entry for academic competitions, Year Book

Parents/Guardians can also **supply or purchase** educational items (stationery items, headphones, student planners) for their child to use and own.

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

**Julie Macfarlane**  
**Principal**

**Lisa Haisila**  
**School Council President**



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## GRADE 5/6 -2024

**STUDENT NAME:**

**STUDENT KEY:**

**YEAR:**

**PREFERABLE PAYMENT METHOD:**



**FOR ONSITE/PHONE PAYMENTS:**

Cash/Eftpos

25 January & 29 January 2024

<b>Curriculum Contributions:</b> items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<i>Not applicable</i>	\$ 0.00
<b>Other Contributions:</b> for non-curriculum items and activities	<b>Amount</b>
<i>School grounds maintenance and enhancement</i>	\$ 45.00
<b>Total</b>	<b>\$</b>

<b>Educational items for students to own (Student Stationery Pack)</b>		
Attached is a list of stationery items that the school recommends you purchase from <b>KAKA Kids</b> for your child to individually own and use.		
<b>Extra-Curricular Items and Activities:</b>		
Hallam Primary School offers a range of items and activities on a user-pays basis.	<b>Amount</b>	<b>Purchase</b>
<b>Mental Maths Book</b>	\$ 15.00	
<b>Mathletics</b>	\$ 14.00	
<b>Stephanie Alexander Kitchen Garden Program</b>	\$ 45.00	
<b>Life Education</b> ( <i>payable with CSEF if eligible</i> )	\$ 5.00	
<b>Recorder &amp; Recorder Book</b> (Only purchase if not retained from previous year)	\$ 23.00	
<b>Headphones</b> (Only purchase if not retained from previous year)	\$ 15.00	
<b>Total Extra-Curricular Items and Activities:</b>		<b>\$</b>



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### Financial Support for Families

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

- the Camps, Sports and Excursions Fund (*Applicable to Life Education Program only*)
- payment plan for extra-curricular items & activities

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

**Penny Moores**

**Business Manager**

**Ph: 03 9703 1536 | Email: [hallam.ps@education.vic.gov.au](mailto:hallam.ps@education.vic.gov.au)**

### Total

Category	Amount
Curriculum Contributions	\$ 0.00
Other Contributions	\$
Extra-Curricular Items and Activities	\$

### Payment methods



ONSITE/PHONE PAYMENTS: Cash / Eftpos/ Credit Card - 25 January & 29 January 2024

### 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 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.