



CSPS PARENT PAYMENT ARRANGEMENTS FOR 2023

Dear parent/guardian,

Caulfield South Primary School would like to advise you of our 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.

Caulfield South Primary School Council encourages all families to contribute towards improving our teaching and learning environment through Parent Payments of Voluntary Financial Contributions. Working together with you, and as a community, our school can achieve far better outcomes for our students than if the school works alone. The Voluntary Financial Contributions are a key part of ensuring that our students have access to the resources that will assist in achieving those better outcomes, and ensuring that our school can offer the best possible education and support for our students.

Being a Government School, Caulfield South Primary receives funding from the Department of Education and Training which enables the provision of all basic education requirements, including the salaries of staff and other school operating costs. To supplement this, School Council asks our parents to maintain their strong commitment to supporting our children's educational outcomes, and the school financially, through the payment of three types of contributions: Curriculum Contributions, Other Contributions and Extra-Curricular Items and Activities.

- Requested **Curriculum Contributions** are for items that are directly used by students to improve their learning of the Victorian Curriculum, whether that be materials for science experiments and art, Apps for learning, or swimming lessons conducted by a local swimming school;
- Requested **Other Contributions** are for non-curriculum items and things that support our students learning, such as having a School First Aid Officer for health and safety, and a School Maintenance Person so students have a well kept environment for learning and play. Last year we began a School Council Community Projects contribution that was allocated to shade sails and shelter, and next year will be dedicated to other high impact projects for our children that the school community prioritise through school council consultation with the community; and
- Throughout the year, families are invited to purchase **Extra-curricular Items and Activities** to enhance student learning such as sporting activities, camps and in/excursions.

For more information on how these requested contributions will be used to improve outcomes for our students, please see the attached 2023 Parent Payments Voluntary Financial Contributions Request form.

Historically, our students have been very fortunate that the school has usually experienced a high parent response to these requests, and it is imperative for our students that this continues. We have listened to the feedback given by the school community regarding parent payments, and are working to respond to the feedback:

- We understand that last year there was some confusion when parents attempted to make payment of the Voluntary Financial Contributions on the QKR! App, and the school will endeavour to improve the experience this year. The school will work to have all requested payments for a child shown on one page in QKR! to make it easier to understand the requested contributions, and to make payments for each child. We also encourage families to have the attached form handy as a reference when making payments via QKR! as the items are more clearly described in the form than in the app;
- We would like to clarify that as parent payments for Curriculum Contributions, and Other Contributions, are voluntary payments, parents can choose to either pay the requested amount for



PREPS

December 2023

each type of contribution by ticking that selection, or may choose another amount to pay as nominated by them. If parents/carers choose to nominate amounts to pay, they need to fill in the boxes that are defaulted to show \$0.00 with their chosen contribution amount; and

- The school will ensure that parent contributions are spent on items that maximise educational outcomes for students, and that expenditure of money collected from parent contributions is in accordance with the Parent Payments Policy, and that the money collected is spent on items that provide good value for money.

We want to thank you for your continued support, whether that's through fundraising, volunteering your time, or making additional contributions. Over the years, your support has made a huge difference to the programs we can offer. Some of the differences the voluntary Other Contributions have made include:

- Grounds, buildings and playground equipment maintenance
- Cyclic maintenance of air conditioning units in student classrooms (and last year, the school office)
- Installation and maintenance of shade and shelter at the school
- Painting, renovation, and upgrades of classrooms
- Improved health and well-being outcomes facilitated by our First Aid Officer

In 2023 we are excited to invest in science and STEM materials and resources as the school will be introducing a specialist STEM subject taught by a new specialist teacher, as well as for the Little Learners Literacy program being implemented next year.

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

Yours sincerely,

Chris Chant
Principal

Charles Ngu
School Council President



Prep Requested Contributions 2023

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Requested Amount
<p><i>Classroom consumables, materials & equipment</i></p> <ul style="list-style-type: none"> • Literacy- book boxes, sticky tape, glitter, cover paper, kinder squares, masking tape, cooking ingredients (\$62) • Numeracy- numeracy concrete aids, charts, weighing equipment, dice, timers, utensils for measuring, etc. (\$62) • Inquiry/STEM- such as cardboard, masking tape, mirrors, batteries, wires, food materials for experiments, Science equipment (\$50) • ART- clay, paint, oil pastels, cardboard, paste, assorted paper, Art equipment (\$26) • LOTE Program- assorted paper used during Italian activities (\$5.50) • Physical Education- sports equipment (\$5.50) • Printing and photocopying of worksheets and learning materials (\$6.00) 	\$217.00
<p><i>Online subscriptions</i> <i>For subscriptions, programs and Apps for Numeracy, Literacy, Music and Italian, such as Essential Assessment, PAT Online Assessment, Seesaw subscription</i></p> <p><i>ICT devices – provision of devices from the shared classroom sets</i></p> <ul style="list-style-type: none"> • ICT Technician Additional Support • Prep ICT Devices- provision of devices from the shared classroom sets (iPads) No cost for 2023 	\$50.00
<p><i>Swimming and water safety program - 5 days</i></p>	\$TBA
<p><i>Whole school events</i></p> <ul style="list-style-type: none"> • Italian Cultural day 	\$TBA
<p>Total Requested Curriculum Contributions</p>	\$267.00



Other Contributions - for non-curriculum items and activities	Requested Amount
<i>School Sports Victoria affiliation (Year 4 to Year 6 only)</i>	N/A
P.A. Multi-Event Fundraising (includes Icy poles, sausage sizzles & casual clothes per child)	\$20.00
Health & Wellbeing First Aid Officer Monday to Friday (per child)	\$120.00
Resource/Maintenance Contribution - Prep to Year 6 (per child) (<i>Groundsman</i>)	\$120.00
School Administration Software	\$26.00
Subtotal	\$286.00
Facilities Contribution (e.g. <i>air-conditioning replacements, security, playground safety, fencing, signage, extra paths</i>)	\$ _____
Welfare/Families experiencing financial difficulties (<i>contribution appreciated</i>)	\$ _____
School Council Community Projects (<i>high impact projects for our children that the school community prioritise through school council consultation with the community. Last year it was shade and shelter. Consultation for 2023 to begin soon</i>)	\$ _____
Total Requested Other Contributions	\$286.00 plus nominated amounts

Extra-Curricular Items and Activities – provided on a user-pays basis

Caulfield South Primary School offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum.

The cost of extra-curricular items and activities will be advised throughout the year.

Please note: No user pay activities will be undertaken unless payment in full is received. It would be appreciated for monies to be paid prior to the excursion day for organisation, safety, record keeping & attendance.

Extra-Curricular Items and Activities	Amount
Excursion/Incursions (<i>parents advised of cost prior to the event</i>)	TBA
Extra-curricular activities provided by external providers: If you choose to access them for your child, you will be required to pay and you will be invoiced separately by the provider for these. These activities may include: <i>Music, Soccer, Basketball, Tennis, Chess, Hebrew Language, Jewish Religious Studies</i>	TBA
Total Extra-Curricular Items and Activities	\$TBA



Educational items for students to own

Attached is a list of items that the school recommends you purchase online from *Complete Office Supplies (COS)* for your child to individually own and use. Parents/carers of year 4 to 6 students are recommended to purchase a Chromebook BYOD (Bring Your Own Device) for your child to own and use from the school’s recommended supplier. Purchasing educational items for your children to own and use from the school’s recommended suppliers is not compulsory, and parents can choose to purchase items elsewhere

Financial Support for Families

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

- the Camps, Sports and Excursions Fund. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. For more information visit www.education.vic.gov.au/csef.
- *State Schools Relief (SSR)*
- *Payment plans for Extra-Curricular Items and Activities*

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

PHONE: 9578 3718

EMAIL: caulfield.south.ps@education.vic.gov.au ‘Attention Bianca Kotsonas’

(Bianca Kotsonas, Assistant Principal and Wellbeing Coordinator)

Total Parent Payment Summary

Category	Totals
Curriculum Contributions	\$267.00
Other Contributions <i>(Non-tax deductible)</i>	\$286.00 plus nominated amounts
Extra-Curricular Items and Activities	\$TBA
Total	\$553.00 plus nominated amounts and the cost of extracurricular items and activities



Payment methods

We request that parent payments/contributions are made by **QKR!** to be made available from Wednesday 18th January 2023. However, debit/credit card, cash or cheque may be sent in a named envelope (envelope available via office) with your child or paid at the school's administrative office from 14th December 2022.

To support our planning and preparations for the year ahead, we kindly request you make full payment of these contributions by **10/2/2023**. However, please contact the office on 9578 3718 if you wish to arrange a more flexible payment plan.

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 Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information. For further information regarding refunds, please refer to our Refund Policy located on the school website.

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) 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.