



## **CSPS PARENT PAYMENT ARRANGEMENTS FOR 2024**

Dear Families,

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

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. Two years ago, we began a School Council Community Projects contribution that was allocated to shade sails and shelter (scheduled to be delivered early in 2024), 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, with a particular focus on projects linked to our upcoming building project; 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 2024 Parent Payments Voluntary Financial Contributions Request form.

This year approximately 65% of parents were able to make contribution payments to the school which is an improvement from the year before. We are keen to see that continue to improve but also recognise that not everyone has the means to do so. Importantly, parent payments for Curriculum Contributions, and Other Contributions, are voluntary payments. You can choose to either pay the requested amount for each type of contribution by ticking that selection or can choose to pay another amount. If you choose to nominate amounts to pay that is different to the amounts shown, please fill in the boxes with your chosen contribution amount.

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:



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- New shade and shelter at the school – more are planned shortly.
- Improvements to classrooms to help students learn better.
- Inclusion of a first aid officer to Improve health and well-being for our children.

In 2024 we are excited to further invest in science and STEM materials and resources as the school will be expanding a specialist STEM subject across all year levels, as well continuing to grow the 'Little Learners Literacy' program that was first implemented this year.

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

Yours sincerely,

Daniel Benjamin  
School Council President

Rohan Cooper  
Principal



## Yr 2 Requested Contributions 2024

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Requested Amount</b>
<p><b><i>Classroom consumables, materials &amp; equipment</i></b></p> <ul style="list-style-type: none"> <li>• <b>Literacy-</b> book boxes, sticky tape, glitter, cover paper, kinder squares, masking tape, cooking ingredients (\$65)</li> <li>• <b>Numeracy-</b> numeracy concrete aids, charts, weighing equipment, dice, timers, utensils for measuring, etc. (\$65)</li> <li>• <b>Inquiry/STEM-</b> such as cardboard, masking tape, mirrors, batteries, wires, food materials for experiments, Science equipment (\$52)</li> <li>• <b>ART-</b> clay, paint, oil pastels, cardboard, paste, assorted paper, Art equipment (\$28)</li> <li>• <b>LOTE Program-</b> assorted paper used during Italian activities (\$6.00)</li> <li>• <b>Physical Education-</b> sports equipment (\$7.00)</li> <li>• <b>Printing and photocopying of worksheets and learning materials</b> (\$7.00)</li> </ul>	\$230.00
<p><b><i>Online subscriptions</i></b>  <i>For subscriptions, programs and Apps for Numeracy, Literacy, Music and Italian, such as Essential Assessment, PAT Online Assessment, Seesaw subscription</i></p> <p><b><i>ICT devices – provision of devices from the shared classroom sets</i></b></p> <ul style="list-style-type: none"> <li>• <b>ICT Technician Additional Support</b></li> <li>• <b>Cyber Bullying Program</b></li> <li>• <b>Prep ICT Devices- provision of devices from the shared classroom sets (iPads) No cost for 2024</b></li> </ul>	\$52.00  \$5.00
<p><b><i>Swimming and water safety program - 5 days</i></b></p>	\$TBA
<p><b><i>Whole school events</i></b></p> <ul style="list-style-type: none"> <li>• <b>Italian Cultural day</b></li> </ul>	\$TBA
<p><b>Total Requested Curriculum Contributions</b></p>	<b>\$287.00</b>

*Note: Please purchase your child's navy reading satchel (Primary Pete bag) from Primary School Wear (PSW) if you have not retained the reading satchel from last year.*



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 (per term), a sausage sizzle lunch, a bagel lunch & casual clothes events (per term) 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> )	\$95.00
School Administration Software	\$26.00
<b>Subtotal</b>	<b>\$261.00</b>
Community & Facilities Contribution <i>(Includes a long-term focus on furnishing a school library and updating our playgrounds, as well as upkeeping air-conditioning units, security, playground safety, fencing, signage and pathways).</i> <b>Recommended \$100</b>	\$ _____
Welfare/Families experiencing financial difficulties ( <i>contribution appreciated</i> ) <b>Recommended \$20</b>	\$ _____
<b>Total Requested Other Contributions</b>	\$261.00 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. Monies (and appropriate consent / permission) must be paid at least 48 hours 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
<b>Total Extra-Curricular Items and Activities</b>	<b>\$TBA</b>



**Educational items for students to own**

Next week you will receive the 2024 Booklist, a list of items that the school recommends you purchase online from Maxim Office Group 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](http://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](mailto:caulfield.south.ps@education.vic.gov.au)

**Total Parent Payment Summary**

Category	Totals
Curriculum Contributions	\$287.00
Other Contributions <i>(Non-tax deductible)</i>	\$261.00 plus nominated amounts
Extra-Curricular Items and Activities	\$TBA
<b>Total</b>	\$548.00 plus nominated amounts and the cost of extracurricular items and activities



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### **Payment methods**

We request that parent payments/contributions are made by **Compass**, 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 Monday 13<sup>th</sup> November

To support our planning and preparations for the year ahead, we kindly request you make full payment of these contributions as soon as possible. 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.