

October 2022

Dear Parent/Guardian,

Sunbury Primary School is looking forward to another great year of teaching and learning and would like to advise you of our 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's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Over the years, this support has allowed us to open our new specialist buildings with air-conditioning partly funded through voluntary contributions, maintain our beautiful grounds and buildings, purchase new flexible furniture for our classrooms and resource our STEM Specialist program with the technology and equipment required. In 2023 these funds will continue to ensure the vision of our Landscape Masterplan can continue to be developed in stages, as well as the ongoing maintenance and improvement of our buildings, fittings and fixtures.

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

Yours sincerely,



Amanda Busuttill  
Principal



Mark Houston  
School Council President

# 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.

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Suggested Amount
<b>Prep to Year 6 classroom consumables, materials &amp; equipment</b> <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper (\$10)</li> <li>• STEM – circuits, robotics, 3D digital printing (\$10)</li> <li>• SAKG – food, cooking equipment, (\$20)</li> <li>• LOTE – books, craft, cultural artefacts (\$10)</li> <li>• Book Pack including exercise books, pencils, scissors, glue sticks, diary (Year 3-6) and reading journals (Prep – 2) etc. (\$40)</li> <li>• General classroom supplies – loose leaf paper, coloured paper and card, markers, craft, display folders (\$15)</li> <li>• English – book boxes, GR Texts, TH Reading Texts (\$15)</li> <li>• Prep to Year 6 Printing and photocopying of worksheets and learning materials (\$10)</li> </ul>	<b>\$130</b>
Prep to Year 6 ICT Devices – provision of devices from the shared classroom sets	<b>\$10</b>
<b>Sub-Total</b>	<b>\$140</b>

Other Contributions - for non-curriculum items and activities	Suggested Amount
School grounds maintenance and improvements	<b>\$20</b>
<b>Tax deductible contributions</b>	
<b>Building fund</b> - A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure	<b>\$20</b>
<b>Sub-Total Amount</b>	<b>\$40</b>

<b>Total Suggested Amount</b>	<b>\$180</b>
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### Extra-Curricular Items and Activities

Sunbury 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.

Extra-Curricular Items and Activities	Amount
Optional Year 2 Camp (Day-Stay)	<b>\$50 deposit</b>
Optional Year 3/4 Camp	<b>\$50 deposit</b>
Optional Year 5/6 Camp	<b>\$50 deposit</b>

Extra-Curricular Items and Activities	
Optional Sporting events (including year 5-6 interschool sports)	TBA
Optional Other Department-run Camps (Somers OR Worrinda)	TBA
Optional Musical Performance	TBA
Optional excursions and incursions to be scheduled	TBA
Optional Instrumental Music Program	TBA
Optional P-2 Swimming Program and 3-6 Swimming Carnivals	TBA
Optional Yr. 6 Graduation Celebrations and Merchandise	TBA
Optional School Photography	TBA

**Book Packs will be delivered directly to your child’s classroom. School materials will not need to be labelled.**

**School Council is offering the following Payment Plan options for 2023:**

- Option A - Payment in full via Compass or EFT form attached from **Monday 9 January 2023**
- Option B - A Payment Plan via COMPASS Pay Course Confirmation
- Option C - Other Arrangements in consultation with the School Principal

### Financial Support for Families

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

- The Camps, Sports and Excursions Fund
- Payment Plan Options

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact the School Office on 9744 9744 or by email at [sunbury.ps@education.vic.gov.au](mailto:sunbury.ps@education.vic.gov.au).

### 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.

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

Yours sincerely,



Amanda Busuttill  
Principal



Mark Houston  
School Council President

**2023 PARENT PAYMENT CONTRIBUTIONS**

Family Name: \_\_\_\_\_

Child's Full Name:	Home Group in 2023:

Child's Full Name:	Home Group in 2023:

**Total Parent Payment Contributions**

Curriculum Contributions	No. of Students:	Amount:	Contribution:
Prep to Year 6 classroom consumables, materials & equipment		<b>\$140</b>	\$
		<b>Total:</b>	\$

Other Contributions	No. of Students:	Amount:	Contribution:
Buildings Fund (Tax Deductible)		<b>\$20</b>	\$
School grounds maintenance and improvements		<b>\$20</b>	\$
		<b>Total:</b>	\$

Extra-Curricular Items and Activities	No. of Students:	Deposit:	Amount:
Optional Year 2 Camp (Day-Stay)		<b>\$50</b>	
Optional Year 3/4 Camp		<b>\$50</b>	
Optional Year 5/6 Camp		<b>\$50</b>	
		<b>Total:</b>	\$

**(Please note credit card payments will be processed on Monday 23 January 2023)**

Credit Card No:     /     /     /

Expiry Date:     Cardholder's Name:

Signature: