

Dear parent/guardian,

**RE: FAMILY PAYMENTS 2022 – Grade Prep**

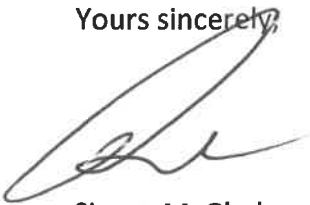
Mackellar Primary School is looking forward to another great year of teaching and learning and would like to advise you of our voluntary financial contributions for 2022.

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 financial support of our families ensures that our school can offer the best possible education and support for our students. This has made a huge difference to our school and the programs we can offer. Your support in 2021 allowed us to:

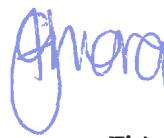
- *Supply resources and consumables to support learning programs*
- *Offer enhanced digital learning opportunities*
- *Upgrade playground equipment*
- *Refurbish school buildings and grounds*

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

Yours sincerely,



Simon McGlade  
School Principal



Gurpreet Thiara  
School Council President



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><i>Year Prep classroom consumables, materials &amp; equipment requested contribution</i></p> <ul style="list-style-type: none"> <li>• Book Pack items (\$83)</li> <li>• Art – paint, crayons, glitter, coloured paper, glue, decorations, (\$25)</li> <li>• Home Economics (\$25)</li> <li>• Reader Satchel (\$8)</li> <li>• Book Box (\$9)</li> </ul>	\$150
<p><i>Year Prep online subscriptions requested contribution</i></p> <ul style="list-style-type: none"> <li>• Showbie</li> <li>• Mathletics</li> <li>• Reading Eggs</li> <li>• Oliver</li> <li>• JAMF</li> <li>• MCLUB250 / Linguascope</li> <li>• Others as required</li> </ul>	\$30
Other Contributions - for non-curriculum items and activities	Amount
<p><i>Voluntary Contribution for improvement of School Resources and Grounds</i></p>	Parent to nominate amount they would like to contribute.
<b>Total Amount</b>	<b>\$180.00</b>

### Extra-Curricular Items and Activities

Mackellar 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. Details of these items and activities will be provided to students and families throughout the year.

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund for eligible students to attend camps, sporting activities and excursions.
- State Schools' Relief provides financial support for eligible families to purchase uniform at a reduced rate

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact the Business Manager on 9364 0200 or email [mackellar.ps@education.vic.gov.au](mailto:mackellar.ps@education.vic.gov.au).

### Payment Methods

Payment can be made online via XUNO (preferred), or by cash or EFTPOS at the office. Centrepay is available for any family who wishes to utilise this.

### 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 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.