

November 2024

Dear parent/guardian,

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 2025.

Schools provide students with free instruction to fulfil the standard curriculum requirements 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 is through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to

- *Supply stationery packs and consumables to support learning programs including art supplies and food tech ingredients*
- *Supply classroom resources to support learning programs*
- *Supply updated library books*
- *Offer enhanced digital learning opportunities including school subscriptions & software licences*
- *Upgrade sporting equipment*
- *Provide first aid supplies*
- *Refurbish school buildings and beautify the school grounds*

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

Yours sincerely,



Simon McGlade  
Principal



Vince Scarfo  
School Council President



| Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum  | Amount       |
|---|--------------|
| Classroom consumables, materials & equipment P-6 <ul style="list-style-type: none"> <li>• Stationery Pack &amp; classroom consumables (\$90)</li> <li>• Art Consumables (\$30)</li> <li>• Food Tech Consumables (\$30)</li> <li>• ICT Subscriptions (\$35)</li> <li>• Printing &amp; Photocopying of worksheets and learning materials (\$5)</li> <li>• Library Books &amp; Sporting Equipment (\$5)</li> </ul> | \$195        |
| <b>Total Curriculum Contributions P-6</b>   | <b>\$195</b> |

| Other Contributions - for non-curriculum items and activities   | Amount      |
|---|-------------|
| First aid equipment, buildings and grounds maintenance and improvements, provision of wellbeing programs and other resources to enhance student experience. | \$25        |
| <b>Total Other Contributions</b>  | <b>\$25</b> |

| Other Contributions – By Year Level |       |
|-------------------------------------|-------|
| Reader Satchel (Prep)               | \$9   |
| Graduation (Grade 6)                | \$15  |
| Year Book (Grade 6)                 | \$20  |
| Hoodie (Grade 6)                    | \$55  |
| Interschool Sport (Grade 5 and 6)   | \$100 |

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

Mackellar 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. These are provided on a user-pays basis. Details of these items and activities will be provided to students and families throughout the year.

If you would like to purchase an item or activity for your child, please ensure payment is made to the school by the due date advised. The cost of extra-curricular items and activities will be advised 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
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities where applicable

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

The Business Manager - Joanne Pullens, on Ph: 93640200 | 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 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.