Dear Parent/Guardian

We are looking forward to another great year of teaching and learning in 2023 and would like to advise you of Queenscliff Primary School’s voluntary financial contributions for next year. We invite you to make your payment before the 14th December 2022.

Schools provide students with 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 resources for our students. We want to thank you for all your contribution, whether that’s through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school the contributions from parents and guardians have allowed us to continue with our annual library subscription to provide new books and celebrate Book Week each year.

The environment and resources that we enjoy today represent the contributions made by our parent and guardian community over many years. The voluntary contributions we receive make a significant difference to the quality of our programs. This financial support ensures that we can continue to provide the excellent range of educational resources and facilities for your children. Your support has enabled us to:

* maintain ongoing subscriptions for the literacy and numeracy programs, Reading Eggs and Essential Assessments.
* provide high quality programs, materials and equipment for English, Mathematics, Science, Art, Language and PE, Kitchen Garden, First Nations
* maintain and develop the school grounds
* ensure the upkeep of our computer devices to enhance learning opportunities
* maintain sufficient class sets of books for students to develop their reading skills
* offer effective First Aid for all students.
* Upkeep and maintenance of playground equipment including shade sails, soft fall upkeep and GAGA sand replacement

In 2023 parents will **NOT** be asked to purchase book packs or supply stationery. The school will purchase all stationery in bulk and supply to the students as they need it. This works out more cost effective and ensures that all students have the same requisites.

### Financial Support for Families

Queenscliff Primary School understands that some families may experience financial difficulty and can offer a range of support options, including:

* Camps, Sports and Excursions Fund (CSEF). For further information about CSEF please enquire at the office or go to: <https://www.education.vic.gov.au/about/programs/Pages/csef.aspx>
* State Schools Relief Committee support.

For a confidential meeting about accessing these services, or if you would like to discuss individual payment arrangements, contact Richard Buckingham at school or via email: queenscliff.ps@education.vic.gov.au. For further information on the Department’s Parent Payments Policy please see the one-page overview on page 4.



Richard Buckingham

Principal

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| **Curriculum Contributions** Items and activities that students use, or participate in, to access the Curriculum |  |
| Generalist Classroom Requisites: (All consumables including subscriptions, coloured paper, craft supplies, inquiry resources etc) all student requisites and stationery |  $100.00 |
| Specialist Class Consumables: (Japanese, Science, Physical Education, First Nations, Art, Kitchen Garden, Inquiry) all student requisites and stationery | $100.00 |
| Online Subscriptions (Licensed Programs)* Essential Assessments (Numeracy) $25
* Reading Eggs (Literacy) $25
 | $50.00 |
| **Total Curriculum Contributions** |  **$250.00** |

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| **Other Voluntary Contributions (non-curriculum items)** | **Please nominate amount** |
| **School Voluntary Donation** | $  |
| **Playground Improvement** | $ 30.00 |
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**Payments are requested before the start of the school year, Monday 30th January 2023.**

Families are **NOT** required to purchase stationery items (previously book packs)

Payment can be made by cash, cheque, EFTPOS, direct deposit.

**Payment in 2022 for 2023 Curriculum Contributions and Other Contributions:**

Compass Pay – Payment can be made via credit/debit card on the Compass App (preferred)

EFTPOS – available at the school office until Wednesday 14th December 2022

Cash

Direct Credit into school bank account: 633-000 160709861

**Payment in 2023**

Compass Pay – Payment can be made via credit/debit card on the Compass App (preferred)

EFTPOS or cash – the office will reopen on Wednesday 25th January 2023

Direct Deposit into school bank account.

**CREDIT CARD:**

If you wish to pay by credit card and not able to visit the office, please complete the details below and place the completed form in a SEALED envelope to maintain your credit card security. Your receipt will be sent home once the payment has been processed.

I wish to make a payment of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ using my Credit Card – details as follows:

Name on Credit Card \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🖵 Mastercard 🖵 Visa Expiry Date: \_\_\_\_\_/\_\_\_\_\_ CCV \_\_\_\_\_\_\_\_\_

Card Number: \_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Full Name/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent PAYMENTS policy**

**ONE PAGE OVERVIEW**

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|  | 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.
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|  | PARENT PAYMENT REQUESTSSchools can request contributions from parents under three categories:

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| --- | --- | --- |
| Curriculum ContributionsVoluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum. | Other ContributionsVoluntary financial contributions for non-curriculum items and activities that relate to the school’s functions and objectives. | Extra-Curricular Items and ActivitiesItems 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).
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|  | 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.
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|  | 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.
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