



## ***PARENT PAYMENT ARRANGEMENTS POLICY***

Dear Parent/Guardian,

Keilor Views Primary School is looking forward to another great year of teaching and learning and would like to advise you of Keilor Views Primary School's voluntary financial contributions for 2023. Schools provide students with free instruction to fulfil the standard curriculum requirements and we want to assure you that all contributions are voluntary.

The school is committed to creating a positive, connected school community and implementing good practices form part of this commitment, while aiming to provide the best educational opportunities and outcomes for students both inside and outside the classroom.

To assist this practice the Department of Education and Training provides free instruction in the standard curriculum program to all students in government schools. Free instruction is the teaching staff, administration and the provision of facilities in connection with the instruction of the standard curriculum program, including reasonable adjustments for students with disabilities.

However, the school can ask parents for payments for items, activities and services under three categories, (a) curriculum contributions, (b) extra-curricular items and activities or (c) other contributions.

### **(a) Curriculum Contributions**

These are items, activities or services that the school deems essential to student learning in the standard curriculum.

- Items that the student takes temporary or permanent possession of such as textbooks, student stationery, book bags, etc.
- Materials for learning and technology where the student consumes or takes possession of the finished articles (e.g. technology projects, workbooks, etc.).
- Activities associated with instruction that all students are expected to attend, such as costs associated with excursions, incursions, school sports, travel, entry fees, etc.

### **(b) Extra-Curricular Items and Activities**

These are items or services that are **optional** and are offered in addition to the standard curriculum. Students may access these on a user pays basis. These items include:

- Activities the student purchases (e.g. fees for extra-curricular programs or activities offered in addition to the standard curriculum such as instrumental music tuition; fees for guest speakers; optional camps and excursions; entry fees to school-based performances, productions and events).
- Items the student purchases or hires (e.g. school magazines; class photos; formals/graduation functions; materials for extracurricular activities; etc.).
- Items and materials that are more expensive than required to meet the standard curriculum.

### (c) Other Contributions.

Keilor Views Primary School ceased inviting Voluntary Contributions in 2014.

Regarding parent payments, this includes consideration of how parent payments are set, clearly communicating how decisions are made and recognizing that some families experiencing hardship may need additional consideration and support.

In setting parent payments based on the school curriculum, the principal and school council are responsible for approving parent payments and will determine how items, activities and services are classified within these categories based on the learning and teaching program of their school.

The School Council is very mindful of the financial commitment for families in today's environment, but will always ensure that school fees and costs are set at realistic levels to safeguard for the continual rising costs of transport, excursions, incursions, activities, etc.

The School Council has met and set the Parent Payment Structure for 2023.

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

Yours sincerely,

Matthew Borg  
Principal

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
Classroom consumables, materials & equipment <ul style="list-style-type: none"><li>• Art – paint, crayons, canvas, glitter, coloured paper</li><li>• Mathematics – numeracy blocks</li><li>• English – book boxes</li><li>• Sports – equipment</li></ul>	\$80
Online subscriptions <ul style="list-style-type: none"><li>• Mathletics</li><li>• Essential Assessment</li><li>• Reading A-Z</li></ul>	\$30
ICT devices – provision of devices from the shared classroom sets	\$25
Printing and photocopying of worksheets and learning materials	\$25
<b>Total Curriculum Contributions</b>	<b>\$160</b>

  

<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<b>Total Other Contributions</b>	<b>\$0</b>

Extra-Curricular Items and Activities	Amount
<p>Student Activity Levy</p> <p>The school's Student Activity Levy covers the cost of all school excursions and incursions for the whole year, including the Family Life Education Program and for the following:</p> <ul style="list-style-type: none"> <li>• For Years 3 to 6 the levy includes the Athletics and Swimming Carnivals.</li> <li>• For Years 5 to 6 the levy includes Interschool Sports costs: busses, uniforms, equipment, administration charges etc.</li> </ul> <p>The following rates for the Student Activity Levies will apply for 2023:</p> <ul style="list-style-type: none"> <li>• <b>Years Prep - 4      \$125 per student</b></li> <li>• <b>Years 5 &amp; 6      \$175 per student</b></li> </ul> <p>Note: Optional school programs such as camps and swimming are not included in the levy. Separate payment is required for these activities.</p>	\$125-175
<b>Total Extra-Curricular Items and Activities</b>	<b>\$125-175</b>

### Financial Support for Families

Keilor Views 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

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

Jamie Patten

Ph: 03 9367 7466 | Email: [Keilor.views.ps@education.vic.gov.au](mailto:Keilor.views.ps@education.vic.gov.au)

### Total

Category	Totals
Curriculum Contributions	\$160
Other Contributions	\$0
Extra-Curricular Items and Activities	\$125 – 175
<b>Total</b>	<b>\$285 - 335</b>

**Payment methods**

Online through Xuno, or in person at the school office.

**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.

# 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.