



Dear families,

We are planning our classroom programs for next year and would like to advise you of our school's voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard Victorian curriculum. The ongoing support of our families ensures that our school can offer the best possible education and support for our students. It is due to these contributions that we are able to purchase and update resources through our school budget for our students.

For further information on the Department's Parent Payments Policy, please refer to the overview on the back page.

Financial Support for Families

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

- the Camps, Sports and Excursions Fund;
- flexible payment arrangements to reduce the impact of paying a lump sum amount. Individual payment plans for Extra-Curricular Items and Activities can be requested at any time throughout the school year.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Sharon Morassi on 9391 1323 or via email at spotswood.ps@education.vic.gov.au

Yours sincerely,

A handwritten signature in black ink that reads "Jackie Green".

Jackie Green
Principal

A handwritten signature in black ink that reads "Marisa Magee".

Marisa Magee
School Council President

2024 Parent Payment Schedule

Please use the following information to complete your Payment Summary on page 4.

	Curriculum Contributions - Items and activities that students use, or participate in, to access the Curriculum	Amount
A	<p>Total Voluntary Curriculum Contributions Requested for Classroom-Based Items [rounded from \$293.28 – see page 6 for a full breakdown of this amount]</p> <p>The amounts labelled A to D on this page can be pre-paid from 20th January 2024 via the Compass Parent Portal. New families will receive a Compass User Name and Password before this date.</p>	\$300.00 [per student]
	Curriculum Contributions - Excursions, Incursions and the Swimming Program	
	<p>Prep to Grade 6 Curriculum Related Excursions & Incursions Curriculum based excursions and incursions will be held throughout the year.</p> <p>Prep to Grade 6 Swimming & Water Safety Program Our Swimming & Water Safety Program will be run for all students in Grades Prep to 6. This Program will be subsidised by the Department of Education’s Swimming in Schools Program.</p> <p>Refunds Refunds are offered to families if a planned excursion does not go ahead.</p>	<p>Details and the contribution amount for all Excursions, Incursions and the Swimming Program will be sent to families as they occur during the year.</p>
	Other Contributions - for non-curriculum items and activities	Amount
B	Building Fund* - A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$50.00 * [per family]
C	Grounds Maintenance - We are fortunate to have such extensive grounds. Your support will contribute to the basic budget DET provides to our school	\$30.00 [per family]
D	<p>Communication Portal – Supports the administrative workload of the school in ways such as:</p> <p>Attendance reporting; Permission & payments for excursions, incursions etc; Communication to families, ie. newsletter, reminders, updates; Student semester reports & continuous reporting; Parent/Teacher Interview bookings</p>	\$25.00 [per student]

* Tax deductible.

See Extra-Curricular Activities payments on next page

Extra-Curricular Activities

Spotswood 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.

The following activities are provided on a user-pays basis. Payment must be received for your child's participation in the following activities.

Please Note: The information below has been provided now for families to assist with budgeting throughout the year. Payment will be requested in advance for each activity via Compass where permission and payment can be provided at the same time.

Pre-payment is optional as payment will be requested on Compass prior to each activity. If you wish to pre-pay for items E to N, please use one of the alternate payment options listed on page 4.

Name/s of Child/ren: _____ Year Level/s: _____

	Extra-Curricular Items and Activities	Amount [per student]	\$
	<i>Our Prep to Grade 6 Camping Program:</i>		
E	<i>Prep Breakfast</i>	\$20.00	\$
F	<i>Grade 1 Night of Fun</i>	\$60.00	\$
G	<i>Grade 2 Sleepover & Excursion</i>	\$150.00	\$
H	<i>Grade 3/4 Camp (Phillip Island Adventure Resort – 21st August to 23rd August 2024)</i>	\$420.00	\$
J	<i>Grade 5/6 Camp (Camp Jungai – 15th April to 17th April 2024)</i>	\$450.00	\$
	Additional Activities:		
K	<i>Grade 5 & 6 Interschool Sport (Terms 1 & 2) – Bus Transport to Away Games and Altona District Sports Association Affiliation Fee</i>	\$110.00	\$
L	<i>Grade Prep to 6 House Sports Carnival</i>	\$25.00	\$
M	<i>Grade 6 Big Day Out (end of year celebration)</i>	\$90.00	\$
N	<i>Grade 6 Graduation</i>	\$40.00	\$
	Total Extra-Curricular Items and Activities (E) to (N)	(P)	\$

[Please complete the Payment Summary over the page]

2024 Parent Payment Summary

Payment For:

Name/s of Child/ren: _____

Year Level/s: _____

For detailed information please refer to previous 2 pages		
Amount at (A) Curriculum Contributions [from page 2]	\$	
Amount at (B) Building Fund [from page 2]	\$	
Amount at (C) Grounds Maintenance [from page 2]	\$	
Amount at (D) Parent Communication Portal [from page 2]	\$	
Amount at (P) Extra-Curricular Activities [from page 3]	\$	[Please complete page 3 to enable us to allocate your payment]
Total Amount Paid	\$	

I have paid via the following method: [It is preferred that families pay their 2024 parent payments via Compass. Compass will be available for payments from 20th January 2024]

- Compass Parent Portal (from 20th January 2024)
 Direct Deposit Credit Card (see below) Cash

Payment methods

i) Using **Compass** (download the Compass Manager app from the App Store or Android equivalent) – this option will be set up for payments from 20th January 2024. New families will be sent an email with their User Name and Password prior to this date.

ii) **Direct Deposit** into the School's Bank Account:

Account Name: Spotswood Primary School
 BSB: 063-152
 Account No: 1003 5507
 Reference: Please use your family name

iii) By **cash, Eftpos or Credit Card at the office**

iv) Using the **Credit Card slip** below

Card Details: **Type:** Visa Mastercard Bankcard

Name on Card: _____ Expiry Date: ____/____

Breakdown of Voluntary Curriculum Contributions	Amount
General Classroom Materials & Equipment:	
• 3 x Scrapbooks	\$3.00
• 2 x Mini Scrapbooks	\$2.10
• 4 x Exercise books	\$2.80
• 4 x Writing books	\$4.00
• 2 x Notebooks	\$4.10
• 1 x Home Reading Journal	\$4.95
• 2 x Scissors	\$1.98
• 4 x Eraser	\$1.60
• 1 x Coloured pencils	\$6.23
• 6 x HB Pencils	\$12.66
• 3 x Crayons	\$12.45
• 6 x Pens	\$2.40
• 2 x Packet Whiteboard Markers	\$15.90
• 1 x Magnetic Whiteboard	\$10.00
• 1 x Ruler	\$0.83
• 1 x Textas (32 pack)	\$18.34
• 2 x Sharpeners	\$1.98
• 3 x Glue Sticks	\$6.30
• 2 x Display Books	\$2.06
• 4 x Plain Paper	\$19.80
• 1 x Student Diary	\$2.55
• 1 x Packet Slimpick Wallets	\$7.14
• 1 x Packet Highlighters	\$5.75
• 1 x Butcher's Paper	\$10.92
• 1 x Cover Paper	\$6.50
• 2 x Masking Tape	\$3.34
• 2 x Packets of Kinder Squares	\$10.28
• 1 x Card Sentence Strips	\$17.82
	\$197.78
Subject Specific Materials & Equipment	
Art Pack: Art folios, card, paper, glue sticks, PVA glue, sketchbooks, colouring pencils, pastels, water colour paint, acrylic paint, glitter, cover paper, erasers	\$60.00
LOTE Stationery Pack: Writing books, scrapbooks, glue sticks, erasers, paper	\$20.00
On-Line Learning Subscriptions: Essential Assessments	\$15.50
Curriculum Contributions Sub-Total	\$293.28
Rounded To	\$300.00

Educational items for students to own – the list above are the recommended items you may purchase from a third-party provider for your child to individually own and use if you prefer.

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.