



# PARENT PAYMENT ARRANGEMENTS 2023

Dear parent/guardian,

This document provides you with information regarding your child/ren's parent payment arrangements for 2023, including payment methods and assistance available. Swan Hill Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all families.

Swan Hill Primary School is looking forward to another great year of teaching and learning and would like to advise you of Swan Hill Primary School's voluntary financial contributions for 2023.

In an endeavour to reduce costs to our families and simplify the back-to-school process, we are pleased to advise that families will have the option to place their stationery orders online with Complete Office Supplies (COS). Payments for Stationery Packs for 2023, as well as Curriculum Contributions and Other Contributions can all be made via Complete Office Supplies' Parent Portal. Further information on the ordering process is provided on the attached blue sheet.

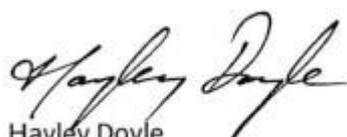
Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support, whether that is through financial contributions, supporting fundraisers or volunteering your time. This has made a huge difference to our school and the programs we can offer.

*Within our school this support allows us to*

- provide enhanced digital learning opportunities within all subjects
- employ additional classroom support in literacy and numeracy
- continue our Instrumental Music Program
- upgrade of our schools' provisions and facilities
- refurbish school grounds
- run enhanced Art and Science activities, above the standard curriculum
- provide enhanced extra-curriculum experiences
- provide enhanced student health and wellbeing support
- purchase extra readers and numeracy resources
- administrate intervention programs
- arrange extra sporting events

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

*Yours sincerely,*

  
Hayley Doyle  
Principal

  
Melanie Bennett  
School Council President

## Curriculum Contributions:

Other items and activities that students use, or participate in, to access the Curriculum		Amount
<b>Classroom consumables, materials &amp; equipment</b> <ul style="list-style-type: none"> <li>Classroom &amp; Specialist subject consumables</li> </ul>		\$30
<b>Online subscriptions</b> <ul style="list-style-type: none"> <li>Reading Eggs</li> <li>Essential Assessment</li> </ul>		\$10
<b>Swimming and water safety program</b> Supports the provision of Swimming Instruction sessions through the year		\$10
<b>Printing and photocopying of worksheets and learning materials</b>		\$10
<b>ICT Devices</b> Provision of a Netbook for individual use for the 2023 School Year. <b><u>Year 3 – 6 ONLY</u></b>		\$160
<b>Student Diaries <u>Year 4 – 6 ONLY</u></b>		\$7.45
<b>Total Curriculum Contributions</b>	<b>Prep – Year 2:</b>	<b>\$60</b>
	<b>Year 3:</b>	<b>\$220</b>
	<b>Year 4 – 6:</b>	<b>\$227.50</b>

## Other Contributions

Non-curriculum items and activities	Amount
<b>Canteen Donation</b> Due to increased running costs, loss of income due to COVID-19 and difficulty in having sufficient volunteers to assist our Canteen Manager, we request financial assistance to sustain a full five-day service. The Canteen is not a fundraising undertaking but strives to provide a service to parents at neutral running cost to School Council.	\$20 <i>Per family</i>
<b>School grounds maintenance and improvements</b> We are continually improving the school grounds and hope parents will support this request with a donation to help us to create and maintain the best possible outdoor environment for our students.	\$50 <i>Per family</i>
<b>Total Other Contributions</b>	\$70 <i>Per Family</i>

# Extra-Curricular Items and Activities

(provided on a user-pays basis)

Swan Hill 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.

The cost of extra-curricular items and activities will be advised throughout the year.

These are the approximate costs to expect for 2023:

Extra-Curricular Items and Activities (optional)	Prep	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
School Photos	Individual student packages ranging from approx. \$25 to \$70. Family packages from \$10 to \$50.						
School Camps			\$100	\$270	\$320	\$350	\$350
Visiting Performances	2 Performances for the year totalling approx. \$12						
Excursions		\$50					
SSV Summer Sports						\$5	\$5
SSV Winter Sports						\$5	\$5
Instrumental Music Tuition						\$160	\$160
Year 6 Polo Shirt							\$30

## Educational items for students to own:

Swan Hill Primary School recommends families purchase the required educational items for their children, in the form of a Stationery Pack, from **Complete Office Products (COS)**.

**These items are for your child to individually own and use.**

All prices include GST

Item	Prep	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
Stationery Pack	\$63.62	\$69.28	\$77.38	\$60.35	\$64.00	\$50.83	\$49.11

Families are encouraged to place their orders for Stationery Packs online using the **COS Parent Portal**, where they can also make Curriculum Contributions and Other Contributions to be passed onto the School (see page 2).

**IMPORTANT:**

PLEASE SEE ORDERING INSTRUCTIONS ON THE BLUE SHEET ACCOMPANYING THIS DOCUMENT

Online ordering must be completed and prepaid by **FRIDAY, 6TH JANUARY 2023** to guarantee free delivery to school in time for the start of school on Monday, 30 January 2023.

# Payment methods

We offer a variety of payment options to assist our families –

- COS (Complete Office Supplies) Parent Portal – Third-Party Supplier  
**Available from Monday 7<sup>th</sup> November 2022 – Friday 6<sup>th</sup> January 2023 only.**
- Payment at our General Office (EFTPOS or Cash)
- BPay (Biller Code & Reference No. available from school)
- Direct Deposit (BSB 063-529 Account 10043033)
- Centrepay

# Financial Support for Families

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

- the Camps, Sports and Excursions Fund (CSEF) – for parents/carers holding a valid means-tested concession card or temporary foster parents which is current on the first day of school.
- Centrepay (a free payment option provided by Centrelink for families in receipt of a Centrelink payment. It allows families to select a one-off or continuing payment which is deducted from Centrelink benefits. Applications can be made online or over the phone quoting Swan Hill Primary School's CRN 555099468V).

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Hayley Doyle Ph: 03 5032 1336 | Email: [Hayley.Doyle@education.vic.gov.au](mailto:Hayley.Doyle@education.vic.gov.au) or [Rhian.Edge@education.vic.gov.au](mailto:Rhian.Edge@education.vic.gov.au)

# 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 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.