



Dear Parent/Carer,

Port Melbourne Primary School is very proud of the quality programs that we have put in place to cater for the needs and interests of all our students. On an annual basis, School Council prepares a budget to provide resources for educational programs, administration, facilities development and maintenance. The government contribution per student does not cover all the costs of the excellent programs you have come to expect, so your financial contribution ensures we can continue to provide them.

School Councils are responsible for developing and approving their school's Parent Payment policy, to be compliant with the Department's policy. Parent payments in Victorian government schools are explained in the enclosed document.

There are three areas where parents are asked to make a payment or contribution, details of these are as follows:

- **Essential Education Items:** Items that parents/guardians **MUST** either pay the school to provide, or provide themselves, (for example, stationery, textbooks, and worksheets) Payable by 6<sup>th</sup> December;
- **Optional Extras:** Items/activities offered on a "user-pays" basis, where parents/guardians may *choose* whether their child accesses or participates (for example, excursions, camps, swimming, and sport gala days) Payable in lump sum, instalments or throughout the year; and
- **Voluntary Contributions:** parents/guardians are encouraged to contribute to the school to enable the continuation of the excellent Prep to 6 French, Visual Arts, PE, STEM and Performing Arts programs and improvement and maintenance of school buildings. Payable in lump sum or instalments

The Port Melbourne Primary School Council has made a considerable effort to ensure that this school policy is fair and equitable. It provides options to help parents access the materials and services to support their child's education. The school makes every effort to keep the cost of items at a minimum.

If you have any queries or wish to discuss your unique circumstances, please contact the Business Manager, Kaye Linsdell, [linsdell.kaye.k@edumail.vic.gov.au](mailto:linsdell.kaye.k@edumail.vic.gov.au) to make an appointment.

## Port Melbourne Primary School 2020 Parent Payment Charges

Payment for Essential Items (Section A) is *required* by 6th December 2019 to ensure your child has their stationery on the first day of Term 1, 2020 and prompt payment of Voluntary Contributions (Section C) is also appreciated for planning purposes. Optional Extras (Section B) can now be paid in advance via COMPASS.

If making a payment at the office, please bring this completed sheet with you.

### Essential Education Items (A)

Stationery pack details have been provided and details and payment is available on COMPASS. Payment is due by December 6. Please contact the office if you need assistance with payment or accessing COMPASS.

*NOTE: Parents who choose to provide some items, **MUST** consult with the school so that your child has the correct items. There may be some items or services that you cannot purchase yourself.*

### Optional Extras (B)

Parents will have the opportunity to prepay for events including excursion, incursions and gala days, for the semester, in advance. Details will be available on COMPASS by the first week of December.

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Student Name (please print): \_\_\_\_\_ Student Year Level 2020: \_\_\_\_\_

Parent Name (please print): \_\_\_\_\_ Phone number: \_\_\_\_\_

**Voluntary Contributions (C)**

Item	My Contribution
Voluntary Contribution: the requested amount is: \$445 for 1 child, \$695 for 2 children; or \$895 for 3 or more children;	
Library Trust Fund Donation ( <i>tax deductible</i> ) These funds purchase library books and library fixtures. Suggested amount is \$50 or you may choose to nominate an alternate amount	
Building Trust Fund Donation ( <i>tax deductible</i> ) These funds pay for major building fixtures and maintenance. Suggested amount is \$80 or you may choose to nominate an alternate amount	
Working Bee Levy In lieu of attending working bees, these funds pay for materials to upkeep and improve the buildings and grounds. Suggested amount is \$75 or you may choose to nominate an alternate amount	
..... TOTAL, VOLUNTARY (B)	
..... TOTAL ALL (A + B)	

Our preferred method of payment is COMPASS. Payments can be made through Compass using your Family log in. You can also pay by cash, cheque, and credit card at Reception or through BPay (if paying by Bpay please email details of your payment to: port.melbourne.ps@edumail.vic.gov.au) Credit card payments can also be made by telephone to Reception 9646 1001 or by completing the proforma attached to this letter.

We appreciate that some families may require support with parent contributions. If full payment at this time presents difficulties please consider registering an Instalment Plan on COMPASS or contact the Business Manager, Kaye Linsdell: ([linsdell.kaye.k@edumail.vic.gov.au](mailto:linsdell.kaye.k@edumail.vic.gov.au)) or 9646 1001 by 4th December, so we can confidentially support you in preparing for the 2020 school year.

The following additional support is available:

*Camps, Sport & Excursion Fund (CSEF)*

- Applications for families with Pension or Health Care Cards for this \$125 annual State Government allowance available at reception. Please note that CSEF goes towards excursion and camp payments.

*State Schools' Relief Committee*

- Access for support for clothing/uniform is via the School Youth Worker contactable via Reception.

*Welfare and Support Agencies*

- Contact the School Youth Worker via Reception regarding agencies that may support your family.

The Parent Payment policy will be provided in the 14<sup>th</sup> November newsletter and is also available on the school website. <http://www.portmelb.vic.edu.au/wp-content/uploads/Parent-Payment-Policy.pdf>

Credit Card  no. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiry \_\_\_\_ / \_\_\_\_

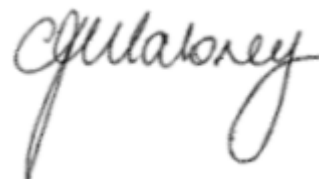
Cash

Office Use: Date Paid: -----

Yours sincerely



Peter Martin  
Principal



Annette Maloney  
School Council Preside

# Understanding Parent Payment Categories

## Schools

### What does the legislation say?

The Education and Training Reform Act (2006) provides for free instruction in the standard curriculum program to all students in government schools. The Act also empowers school councils to charge fees to parents for goods and services provided by the school to a child.

In the Act, a 'Parent' includes a guardian and every person who has parental responsibility for a child including parental responsibility under the Commonwealth Family Law Act 1975 and any person with whom a child normally or regularly resides.

### What do schools pay for as part of 'free instruction'?



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.

The standard curriculum for Years F-10 means implementation of the Victorian Curriculum F-10.

The standard curriculum for senior secondary schools means a program that enables a student to be awarded a VCE or VCAL qualification.

### What principles govern parent payment practice?

Educational Value | Access, Equity & Inclusion | Affordability  
Engagement & Support | Respect & Confidentiality | Transparency & Accountability

## Parents

### What may parents be asked to pay for?

#### Schools can request payment for Essential Student Learning Items



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

Where practical and appropriate, parents may choose to purchase items through the school or provide their own.

These may also be either:

#### Items the student takes temporary or permanent possession of

- e.g.
- textbooks, activity books, exercise books
  - stationery, book bags
  - student ID cards, locks
  - cooking ingredients students will consume
  - materials for final products that students take home (technology projects, build-your-own kits, dioramas)
  - Picture Exchange Communication Systems

#### Activities associated with instruction that all students are expected to attend

i.e. travel, entry fees or accommodation

- e.g.
- excursions
  - incursions
  - school sports
  - work placements

Parents can be asked to pay for items, activities and services in the three Parent Payment Categories:

Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

Schools determine how items, activities and services are classified within these categories based on the learning and teaching program of their school.

#### Schools can request payment for Optional Items

These are items, activities or services that are **optional** and are offered in addition to the standard curriculum.

Students may access these on a user-pays basis.

These may be either:

#### Items the student purchases or hires

- e.g.
- school magazines, class photos
  - functions, formals, graduation dinners
  - materials for extra curricular programs
  - student accident insurance

#### Activities the student purchases

- e.g.
- fees for extra curricular programs or activities, such as instrumental music tuition
  - fees for guest speakers
  - camps, excursions, incursions, sports
  - entry fees for school run performances

#### Items and/or materials that are more expensive than required to meet the standard curriculum

- e.g.
- use of silver in metal work instead of copper
  - supplementary exam revision guides

Support for families experiencing hardship is available at every school and each school has a parent payment contact person. See your school's policy for more information.

For more information on Parent Payments and Personal Devices, visit the DET website at: [www.education.vic.gov.au](http://www.education.vic.gov.au)

Schools can invite **Voluntary Financial Contributions** for



- e.g.
- Building or Library fund (Tax deductible)
  - Voluntary contributions for a specific purpose, such as equipment, materials, services.
  - General voluntary contributions