



Wonthaggi Primary School No. 3650
18 Billson Street, (PMB 101) Wonthaggi Victoria 3995
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30th October 2024

Dear Parent/Guardian

2025 Parent Payment Arrangements – Wonthaggi Primary School

Wonthaggi Primary School is looking forward to another great year of teaching and learning and would like to advise you of Wonthaggi Primary School's voluntary financial contributions for 2025.

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'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 this support has allowed us to purchase art, sport, science and English equipment and resources as well as leasing of ICT equipment for students eg. laptops, give all students access to Online learning and assessment platforms, provide all day to day stationary supplies to all students, improve our school buildings and provide swimming & water safety education in our own swimming pool, additional support staff and Step into Prep.

In short, your contribution of \$300 covers the cost for all the books/paper/art supplies, musical instruments, sports equipment, science supplies, ICT equipment, Water Safety Program for each student's complete school year.

We ask that all families review the following pages that set out the recommended curriculum contributions and notify the school of the contributions, they wish to make for the 2025 school year.

Please note that all Building Fund donations are tax deductible.

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

Yours sincerely

Wendy Truett
Principal

Caroline Moore
School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><i>Classroom consumables, materials & equipment</i></p> <ul style="list-style-type: none"> • <i>General Classroom Stationary supplied to each student (list of classroom supplies available upon request) includes Library Bag for Foundation students. Eg. pencils, exercise books, scissors</i> • <i>Art – paint, crayons, canvas, coloured paper</i> • <i>Mathematics – numeracy equipment</i> • <i>English – readers/class sets</i> • <i>Sports – equipment</i> • <i>Printing and photocopying of worksheets and learning materials</i> <p><i>Online Subscriptions</i></p>	\$140
<p><i>Swimming & Water Safety– includes access to school pool and swimming program</i></p> <p>Foundation for Term 4, Grades 1-6 for Terms 1 & 4</p> <p>CSEF/School Savings Bonus funding can be used for this upon your request</p>	\$20
<p><i>ICT Devices – leasing of devices for shared classroom sets</i></p> <p><i>Cost to the school to lease devices is \$130; school subsidises \$50/child</i></p>	\$80
TOTAL Curriculum Contributions	\$240
Other Contributions - for non-curriculum items and activities	Amount
<i>Library Maintenance & Enhancement</i>	\$20
<i>School grounds maintenance and improvements</i>	\$20
<i>Student Wellbeing eg. Education support and first aid</i>	\$20
TOTAL Other Contributions	\$60
TOTAL CONTRIBUTIONS	\$300
Tax deductible contributions	
<p>Building fund. <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. Eg, shade for the pool, shade sails, painting – please specify amount you wish to pay</i></p>	\$

Extra-Curricular Items and Activities

Wonthaggi 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 to deliver the Curriculum. These are provided on a **user-pays basis**.

Families will be notified well before the activity to allow for families to decide if they would like their child to attend. Examples of these are listed below

Extra-Curricular Items and Activities	Amount
<i>Artist In Residence</i>	\$25
<i>Class incursions or excursions</i>	To be advised
<i>School Camps for Grades 3-6 - information will be sent out prior to the camp with costings</i>	Around \$300-\$350

Financial Support for Families

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

- Camps, Sports and Excursions Fund (CSEF)
- Centrepay
- Individual Payment Plans for Extra-Curricular Items and Activities
- School Savings Bonus

Camps Sports & Excursions Fund (CSEF) is available for eligible families. Those who received it in 2024 and are still eligible will automatically have their 2025 application processed. An application form is attached for new applications (for newly eligible families or students new to the school).

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: **Georgie Kibble, Business Manager on 5672 1600 or Georgina.Kibble@education.vic.gov.au**

Payment methods

We offer a range of payment methods to assist our families:

- EFTPOS available at the office
- Direct Deposit – bank account details are available by calling the office.
- Centrepay instalments – for families who receive Centrelink benefits – an application form is attached.
- Cash/Cheque – please hand directly to an office staff member who will issue you with a receipt. Do not send cash with your child.
- Compass Pay – parent payments are set up on CompassPay and parents can nominate amounts they wish to pay for voluntary payments. For user pays costs, the amount is set.

For further information on the Department's Parent Payments Policy please see a one-page overview attached or go to <https://www2.education.vic.gov.au/pal/parent-payment/policy>

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 School's Refund Policy, 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	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	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.



Payment Authorisation Form & Flexible Payment Option Plan

By completing this form, you are agreeing to make payment listed below by the due dates to Wonthaggi Primary School for the activity detailed below

Parent & Student Information			
Parent Name:			
Student's Name:			
Name of Activity: (eg. Grade 5 camp, Contributions)			
Details of the payment plan			
I would like to make a tax deductible donation to the Building Fund:	\$	(receipt meeting tax requirements will be issued)	
Total Amount Due:	\$	(2025 Parent Contributions is \$300)	
I would like to pay the following amount:	\$	Start Date:	
Please Tick	<input type="checkbox"/> In full immediately <input type="checkbox"/> First Day of each Term (4)		
	<input type="checkbox"/> Fortnightly <input type="checkbox"/> Other		
Payment Method: Cash / Bank Transfer / Credit Card / Compass			
Credit Card Authorisation			
Cardholder Name			
Card Number	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _		
Expiry Date	_ _ / _ _	CCV	_ _ _
I authorise Wonthaggi Primary School to debit my card with the amount shown above:			
Signature		Date	