

Dear parent/guardian,

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

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

**Maintain our gardens & buildings**

**Purchase new books for the library & the classroom**

**Upgrade our digital devices**

**Work towards replacing the school bell and communication systems**

For further information on the Department's Parent Payments Policy please see a one-page overview attached or follow this link

<https://www2.education.vic.gov.au/pal/parent-payment/policy>

Yours sincerely,

*Sandra James*

Sandra James – Principal

*Alison Giuliani*

Alison Giuliani – School Council President

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
<i>Classroom consumables, materials &amp; equipment</i> <ul style="list-style-type: none"> <li>• General classroom materials &amp; equipment (\$50) see explanation below **</li> <li>• Art – paint, crayons, canvas, glitter, coloured paper (\$10)</li> <li>• Science/Integrated Studies (\$10)</li> <li>• Mathematics – numeracy blocks etc (\$5)</li> <li>• English – book boxes (\$10)</li> <li>• Sports – equipment (\$5)</li> <li>• Japanese (\$10)</li> </ul>	\$100
<i>Online Subscriptions</i> <ul style="list-style-type: none"> <li>• Athletics (\$14.50)</li> <li>• Reading Eggs (\$16.50)</li> </ul>	\$30
<i>ICT Devices – provision of devices from the shared classroom sets (student laptop agreements)</i>	\$20
<i>Printing and photocopying of worksheets and learning materials</i>	
<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<i>School Sports Victoria membership</i>	\$10
<i>Student wellbeing programs</i>	\$5
<i>First aid equipment &amp; Sanitiser</i>	\$5
<i>School grounds maintenance and improvements</i>	\$10
<b>Total Amount</b>	<b>\$180.00</b>

\*\* The pack includes writing books, pencils and or pens, textas, glue sticks, scissors, copy paper, tissues and a wellbeing journal. The school purchases these items in bulk, which allows all students to have the same items recommended by their classroom teachers and makes a considerable saving this way.

### **Extra-Curricular Items and Activities**

Norris Bank Primary 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. These are provided on a user-pays basis. Eg. special events, camps and excursions

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund

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

Shikha Sharotri (Business Manager)

Ph: 03 9467 2206 or Email: shikha.sharotri@education.vic.gov.au

### Payment Total

Category	Suggested Total
Curriculum Contributions	\$ 150
Other Contributions	\$ 30
Total	\$ 180

**Payment methods** - EFTPOS by completing the form below or by phone: 9467 2206

<b>DEBIT/CREDIT CARD AUTHORISATION FORM</b>	
Please debit my:      VISA / MASTERCARD (circle)	
CREDIT CARD NUMBER:	EXPIRY DATE:
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
NAME ON CARD: _____	
SIGNATURE: _____ DATE _____	

### 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 Payment 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.