

12<sup>th</sup> December 2023

Dear Parents/Guardians,

Poowong Consolidated School is looking forward to another great year of teaching and learning and would like to advise you of Poowong Consolidated School's voluntary financial contributions for 2024.

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, your financial support has allowed us to provide book packs and essential materials for classroom use, subscriptions to Essential Assessments, Soundwaves and many more online curriculum resources. These funds also assist in the provision of electives each term for all students, offer the Family Life program for students in years 3 to 6, subsidise bus travel for interschool sports, regularly update and purchase take home readers, provide welfare and school chaplaincy resources and provide opportunities for the school to update sports materials and music equipment. Every contribution from every family helps us to provide the best opportunities possible for our students.

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

Yours sincerely,



Michael Smethurst  
Principal



Natalie Cole  
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>• Art – paint, crayons, canvas, glitter, craft supplies, coloured paper (\$15)</li> <li>• Science – paper, consumable goods for experiments eg. flour, popcorn, batteries, globes, chemicals etc (\$15)</li> <li>• Mathematics – numeracy resources (\$5)</li> <li>• English – literacy resources (\$9) &amp; soundwave books (\$16)</li> <li>• Sports – equipment (\$5)</li> </ul>	\$65
<i>Online Subscriptions</i> <ul style="list-style-type: none"> <li>• Soundwaves (\$5) or Reading Eggs (\$40)</li> <li>• Essential Assessments in Literacy and Numeracy (\$19)</li> </ul>	\$25
<i>Printing and photocopying of worksheets and learning materials</i>	\$25
<i>Purchase and Maintenance of ICT Equipment</i>	\$10
<i>Student Stationery (Formerly called Book Packs)</i>	\$55
<b>Other Contributions - for non-curriculum items and activities</b>	
<i>Compass (Parent Communication and Reporting)</i>	\$10
<i>First aid equipment &amp; supplies</i>	\$10
<b>Total Amount</b>	<b>\$200</b>

### **Extra-Curricular Items and Activities - provided on a user-pays basis**

Poowong Consolidated 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.

<b>Extra-Curricular Items and Activities</b>	<b>Amount</b>
Grade 3/4 School Camp Grade 5/6 school Camp	\$350-400 (TBC)
Gr 2 Sleepover at school, Gr 1 Dinner and Prep Teddy Bears Picnic	No more than \$20
School Photos (March) by Blue Wolf Photography (cost depends on package chosen)	\$TBA in Term 1
Student Representative Council Charity Fundraising- end of each term gold coin donation by choice	\$1-2 Each Term
Optional District, Regional and State level representation in swimming, athletics, cross country, and district events Gr 3-6 only - for students who qualify for representation	\$15 – bus travel cost

Swimming Carnival - Pool Entry and Transport Costs to YMCA (P-6)	\$TBA – in Term 1
Pancake Day	\$1-2
Easter Raffle - Chocolate Egg Donation and Raffle Ticket Purchase	\$TBA in Term 1
Grade 5/6 Leadership Day	\$TBA in Term 1
Book Week Book Fair- cost varies depending on what books are purchased (if at all) by families. Book Week costume required	\$TBA in Term 3
Bike Ed Program (P-6)	\$TBA
Gr 3-6 Family Life Program	\$TBA in Term 2
Whole School Family Bush Dance (open to all families)	\$TBA in Term 4
Excursions and Incursions P-6	\$TBA
Gr 6 Graduation	\$TBA
Gr 6 Big Day Out	\$TBA
<b>Total Extra-curricular Items and Activities</b>	

## Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- Payment Plan Agreements

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

*Michael Smethurst, Principal or Melissa Seal, Business Manager*

Ph: 03 5659 2356 | Email: [poowong.cs@education.vic.gov.au](mailto:poowong.cs@education.vic.gov.au)

Category	
Curriculum Contributions	\$ 180
Other Contributions	\$ 20
Extra-Curricular Items and Activities	\$ To Be Advised
<b>Total</b>	<b>\$ 200</b>

## Payment methods

Payments can be made to the school prior to the end of the 2023 school year by CHEQUE ONLY.

**Cheque Payments:** Cheques will be processed at the beginning of the 2024 school year (end of January), so please ensure sufficient funds are available at the end of January.

**Direct Deposit Payments:** can be made into the school Bank account **AFTER 1/1/2024**

PLEASE WRITE YOUR FAMILY NAME IN THE DESCRIPTION

BSB - 063093

Acc No - 10000618

**EFTPOS Payments:** can be made in person at the school office from January 29<sup>th</sup> 2024 or can be made over the phone from this date using your chosen card. Receipts for payments made on the phone will be available for collection or can be sent home with your child.

## 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. As a first port of call, a credit to your family statement will be made to be used for future school activities.

# 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.

## Parent Payment Contribution 2024

Please return this form and your contribution to the school office

Student Name: \_\_\_\_\_

Year Level: \_\_\_\_\_

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
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Other Contributions - for non-curriculum items and activities	
<i>Compass (Parent Communication and Reporting)</i>	\$10
<i>First aid equipment &amp; supplies</i>	\$10
Total Amount	\$200

Curriculum Contributions	\$
Other Contributions	\$
<b>Total Contribution to be Paid</b>	(Please insert figure here) \$
Payment Method - Cheque / Cash / Direct Deposit (after 1/1/2024) / EFTPOS (after 29/1/2024)	