

December, 2023



Dear Parents and Carers,

**Re: 2024 Parent Payments - Year 2**

Canterbury Primary School is looking forward to another great year of teaching and learning and would like to advise you of Canterbury Primary 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. However, Canterbury Primary School Council wants to provide your child/ren with more. Without the support of our families through your contributions (both Curriculum Contributions and Other Contributions) and fundraising, we could not provide the quality and range of educational programs and resources that you and the school expect for your child.

School Council makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

Thank you to all of those families who have made a contribution to our school, these funds have been gratefully received and allowed us to:

- Purchase new learning resources, such as take-home readers for students in the junior school to better support our reading program.
- Deliver a Year 5 & 6 Production, including costumes, staging, lighting, music, etc.
- Resource digital technology equipment, provide classrooms with access to an IT technician, and implement a comprehensive Makerspace Program from Prep – Year 6.
- Purchase 4 new choral risers for performances and celebrations, such as Year 6 Graduation.
- Maintain our buildings and grounds, including routine, urgent and planned maintenance tasks. Contributions received also help us to maintain and care for our heritage listed buildings. Additionally, in 2023, our PA system was upgraded and resurfacing of the synthetic grass in senior areas is scheduled for January 2024 (at a cost of approximately \$250,000).

**Payment methods**

Payments can be made online via Compass or by credit card at the school office from the start of the 2024 school year (30 January 2024) and **preferably before Friday 23 February 2024**. If paying at the school office, please enclose with payment the completed contribution schedule from Compass.

**Financial Support for Families**

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

- Camps, Sports and Excursions Fund
- Deferred Payment or the extension of payment deadlines for Extra-Curricular Items and Activities
- Flexible Payment Plans for Extra-Curricular Items and Activities
- Referral to government assistance programs & community organisations.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Sarah Hopcraft, Business Manager on 03 9836 4537 or via email [sarah.hopcraft@education.vic.gov.au](mailto:sarah.hopcraft@education.vic.gov.au) before 23th February, 2024.

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

Yours sincerely,

Carly Pluck  
Principal

Danielle Armstrong  
School Council President

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	
<b>General classroom materials, equipment and quality learning resources</b> (e.g. shared classroom stationery, paper, posters, readers, etc). Included in this cost, is stationery items <b>Please note, the school purchases these items in bulk at wholesale pricing.</b>	\$130.00
<b>Subject specific materials and equipment</b> (e.g. ingredients for Makerspace Kitchen, art classes and science experiments)	\$150.00
<b>Computer Programs</b> <ul style="list-style-type: none"> <li>● Storybox Library \$1.65</li> <li>● Reading Eggs \$14.70</li> <li>● iPad applications \$6.00</li> </ul>	\$22.35
<b>Digital Learning Resources</b> Contributions will be used to purchase technology equipment (ie: laptops, iPads, classroom TVs) and engage an IT Technician to provide high level IT support.	\$160.00
	<b>\$462.35</b>
<b>Other Contributions - for non-curriculum items and activities</b>	
<b>Grounds</b> <i>Contributions will be used to employ a person to manage and maintain grounds and facilities. This contribution also supports the work of the Buildings &amp; Grounds Committee to improve facilities at working bees.</i>	\$109.00
<b>First aid</b> <i>Contributions will be used to employ a full-time qualified First Aid Co-ordinator, who provides high level care and communication to families, and delivers professional learning for staff.</i>	\$100.00
<b>Student Management Platform</b> <i>Contributions will be used to maintain the Student Management Platform (Compass is the school's current supplier).</i>	\$16.50
<b>Canterbury Parents' Association (CPA)</b> <i>Annual family membership, and allows for voting rights at CPA meetings.</i>	\$10.00
	<b>\$235.50</b>
<b>Tax deductible contributions</b>	
<b>Building Fund.</b> <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</i>	\$50.00
<b>Library Fund.</b> <i>A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.</i>	\$25.00
	<b>\$75.00</b>
<b>Total Amount</b>	<b>\$772.85</b>

### Extra-Curricular Items and Activities

Canterbury 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 in order to deliver the Curriculum and will be posted to Compass as **individual events and on a user-pays basis**.

### Refunds

If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

# 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.