



13th November, 2023

Dear Parents & Guardians,

Kingston Heath Primary School is looking forward to another great year of teaching and learning and would like to advise you of the arrangements for Parent Payments for 2024. Each year School Council determines the following year's cash budget through consideration of teaching and learning programs and the key improvement objectives of the School Strategic Plan. Parent Payments are determined as part of this process by School Council to ensure the best possible outcomes for every child at Kingston Heath Primary School.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. "**Free instruction** includes the teaching staff, administration, and the provision of facilities in connection with the instruction of the Curriculum, including reasonable adjustments for students with disabilities" – *The DET Policy and Advisory Library*.

The ongoing support of our families ensures that our school can offer a high-quality teaching and learning program that is backed by resources and authentic hands-on experiences. Your contributions make a significant difference to the programs we can offer, including:

- high quality books for the library and for our classrooms
- updated and more sophisticated equipment e.g., science equipment, art supplies
- resources to enhance learning programs e.g., paper of diverse types and colors, craft supplies, paint, paintbrushes, readers, cards, and dice for Math's, etc.
- participation in networks outside of the school so that our students can engage in extracurricular events.
- enhanced assessment and learning opportunities using digital subscriptions for learning and assessment e.g., ACER PAT Testing, Essential Assessments
- maintenance of our play equipment, school grounds, and our beautiful garden to ensure safe and engaging play areas for all ages
- digital hardware and ICT infrastructure to support efficient operations of the school and enhance learning for students

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

We would appreciate 2024 financial contributions **20th March 2024** to ensure resources required to provide a comprehensive learning program in 2024.

Financial Support for Families

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

- **CSEF (Camps, Sports and Excursions Fund)**

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid to the school to use towards expenses relating to camps, excursions/incursions, or sporting activities for the benefit of your child.

- **State Schools' Relief (SSR)**

You will get help with school uniforms if your child is starting Foundation or year 7 and is eligible for CSEF (see above). State Schools' Relief (SSR) will provide basic uniform items or a voucher if your student meets the criteria.

SSR also provides support to any Victorian student attending a government school, on the advice of the school. Situations may include, but not limited to unemployment, health issues/illness, financial difficulties, independent living and/or homelessness, bereavement, house fires, domestic violence.

- **School Support**

For a confidential discussion about accessing financial support, or if you would like to discuss alternative payment arrangements (including payment plans), please contact:

Business Manager, Shelley Whorlton or (Acting) Principal Katelyn Joyce on 9584 5805 or via email Kingston.heath.ps@education.vic.gov.au

Payment Methods

We accept the following payment methods: Pay via Compass (payment plan available), Credit Card, Cheque or Cash (cash in person only) BPay reference details are available upon request from the school.

BPay – contact the school office for your BPay reference details

Credit Card – in person or by phone

Direct Debit - Kingston Heath Primary School, ***BSB 063 000 Account: 14156940. Please quote your child's ID as reference. *** **NEW BANKING DETAILS** ***

Compass – go to the Compass portal to make a payment

Payment Plan – via Compass portal or to use other payment plan methods please contact the office.

We would appreciate payment by **20th March 2024**.

Yours sincerely,

Katelyn Joyce

Acting Principal

Alexandra Saides

School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum. Suggested amount is \$223	Suggested Amount (per student)
<ul style="list-style-type: none"> • Visual Art (\$20) – paint, crayons, canvas, glitter, coloured paper, textiles • STEAM (\$20) – Resources, experiment materials, sustainability • LOTE (\$10) – resources, papers, drawing materials • Physical Education (\$12) – resources / equipment • Classroom (\$65 Foundation, \$45 Level 1-6) – specialised resources, materials & equipment – such as posters/charts, craft items, classroom libraries and take home books, specialised stationery • Printing and photocopying related learning materials (\$23) • IB PYP (\$60) – resources, units of enquiry, contribution to the membership and authorisation of the rigorous set of standards and practices to ensure the quality of the program. <p>Online Subscriptions included but not limited to depending on class levels.</p> <ul style="list-style-type: none"> • Life Education • Cyber Safety • Numeracy Essential • Literacy Essential • Top Ten Maths Real Life • Top Ten Maths (\$13 – Foundation, \$33 Level 1 – 6) 	
Total suggested Curriculum contributions (per student)	\$223
Other Contributions - for non-curriculum items and activities	Suggested Amount (per family)
<p>Grounds & Maintenance. We receive minimal funding for Grounds Maintenance from DET. To aide provision of safe, well-maintained playgrounds, ovals, gardens & vegetable gardens we ask our school community for financial support. Suggested amount \$120 (per family)</p>	\$120
<p>First Aid. Your voluntary contribution to First Aid, Health & Wellbeing, covers the purchase of first aid supplies, first aid kits required for school excursions and camps and first aid training for ALL staff (over and above legislative requirements). Suggested amount \$70 (per family)</p>	\$70
<p>ICT Digital Technologies</p> <p>Your voluntary contribution allows the school to provide ongoing tech support to students and staff, updated ICT equipment and cyber safety. Connection of BYOD to school network and other ICT requirements as needed. Suggested amount \$120 (per family)</p>	\$120
Tax deductible contributions	
<p>Building fund. A tax-deductible contribution vital for periodic enhancement and upgrade of our buildings, facilities and playground equipment which falls outside funding provided by the Department of Education & Training. This may include furniture & fittings for the learning centre Stage 1 development.</p> <p>Other building needs include, the cyclic replacement of heating, cooling, carpets, window furnishings, outdoor furniture, and recreational facilities. Suggested amount \$120 (per family)</p>	\$120
<p>Library fund. A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource for students, teachers and community. Suggested amount \$60 (per family)</p>	\$60
Total suggested Other Contributions (per family)	\$490

Extra-Curricular Items and Activities

Kingston Heath 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. Some of these key items & activities are listed below.

Extra-Curricular Items and Activities	Amount	Will be charged (as noted)
Optional - Interschool Sports program <i>Level 5 & 6, Term 1 & 2</i>	\$80 approx (per term)	Term 1 & Term 2
Optional - Excursions & incursions to be scheduled (all year levels) <i>Activities which enhance your child's learning. Includes house sporting events, year 6 graduation & other events</i>	tbc	Invoiced at time of event
Optional - Swimming program as required for all year levels – Partially subsidised by DET swimming contribution <i>Level 5 & 6, Term 1 Level F – 4, Term 3</i>	tbc	Invoiced at time of event
Optional – Kitchen Garden Cooking Program <i>Levels 3 & 4, Term 3</i>	\$85 approx	Invoiced at time of event
Optional – School Production <i>Whole School, Term 3</i>	\$45 approx	Term 2
Optional – Arrabril Camp <i>Levels 3 – 6 22nd-24th May 2024</i>	\$350 approx	Term 2
Total Extra-curricular Items and Activities (per student)	invoiced at time of event	

Although DET specifies all extra-curricular activities as optional, we encourage participation to enhance your child's learning and educational experience.

TOTAL

Category	
Curriculum Contributions – Suggested amount \$223 (per student)	\$
Other Contributions (per family):	
Grounds & Maintenance – Suggested amount \$120	\$
First Aid – Suggested amount \$70	\$
ICT Digital Technologies – Suggested amount \$120	\$
Building Fund (Tax deductible) – Suggested amount \$120	\$
Library Fund (Tax deductible) – Suggested amount \$60	\$
Extra-Curricular Items & Activities – invoiced separately at time of activity	
TOTAL	\$

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.