

**Richmond West Primary School**

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Acting Principal: Peter James

Business Manager: Jessica Foeken



Dear parent/guardian,

Richmond West Primary School is looking forward to another great year of teaching and learning and would like to advise you of Richmond West 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. 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 is 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 provide a truly comprehensive and enriching program for our students – with a diverse range of educational activities and opportunities – over and above those associated with the basic curriculum.

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

Yours sincerely,

Peter James

Principal

A handwritten signature in black ink, appearing to read 'Peter James', written over a light grey rectangular background.

Bronwyn Green

School Council President

A handwritten signature in black ink, appearing to read 'Bronwyn Green', written over a light grey rectangular background.

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
Classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>• Classroom Stationery (pens, pencils, exercise books, rulers, textas etc) (\$100)</li> <li>• Art &amp; Craft Supplies (\$7)</li> <li>• Music, Dance and Drama (\$10)</li> <li>• English – book boxes (\$6)</li> <li>• Physical Education – equipment (\$6)</li> <li>• Kitchen Classroom materials (\$5)</li> <li>• Bilingual education/LOTE (\$5)</li> <li>• Mathematics (\$3)</li> <li>• Science materials (\$3)</li> </ul>	\$145
Online subscriptions <ul style="list-style-type: none"> <li>• Essential Assessments Subscription (\$9)</li> <li>• Reading Eggs (\$11)</li> <li>• PAT Maths (\$3)</li> <li>• See Saw Subscription (Preps -2) (\$8)</li> <li>• Quizzlet subscription (Language App) (\$5)</li> </ul>	\$36
ICT devices – provision of devices from the shared classroom sets	\$31
Swimming and water safety program	\$85
Home Reading Folder – (New Students)	\$8
Printing and photocopying of worksheets and learning materials	\$10
<b>Total Curriculum Contributions</b>	<b>\$315</b>

<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
School Sports Victoria membership	\$10
Positive Futures Fund	\$150
First aid equipment	\$20
School grounds maintenance and improvements	\$50
<b>Total Other Contributions</b>	<b>\$230</b>

<b>Tax deductible contributions</b>	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure (Suggested - \$150).	\$
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. (Suggested - \$150)	\$

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

Richmond West Primary School offers a range of optional 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.

The cost of extra-curricular items and activities will be advised throughout the year.

Extra-Curricular Items and Activities	Amount
Optional Year 34 school camp	TBD
Optional Year 56 school camp	TBD
Optional Year 1 and 2 Dinner and Disco	TBD
Optional Interschool Sports program	TBD
Optional Excursions throughout year	TBD
Chess Club	\$12 per session
Brass Band (places limited)	\$145 per term
Karate	Apply to Helen Hadiyan
<b>Total Extra-Curricular Items and Activities</b>	<b>\$</b>

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- Positive Futures Fund
- Payment plans for Extra-Curricular Items and Activities

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

Jessica Foeken

Ph: 03 9429 2950 | Email: [Jessica.Foeken@education.vic.gov.au](mailto:Jessica.Foeken@education.vic.gov.au)

### Total

Category	Totals
Curriculum Contributions	\$315
Other Contributions (Non-tax deductible)	\$230
(Tax-deductible)	\$
Extra-Curricular Items and Activities	\$0
<b>Total</b>	<b>\$545</b>

**Payment methods**

Please pay through Compass or at the Office.

**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 Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.

**Other Ways to Help**

Parents are also encouraged to donate their time through contributing to Working Bees or the following Subcommittees: Fundraising and Community Events, Buildings and Grounds, Out of School Hours Care, School Promotion, Finance.

# 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.