

# Ashley Park

## Primary School

7 November 2024

Dear Families,

Ashley Park Primary School is looking forward to another great year of teaching and learning and would like to advise you of our voluntary financial contributions for 2025.

Schools provide students with free instruction to fulfil the standard curriculum requirements, and we want to assure you that all contributions are voluntary.

Our school chooses to provide every child with the necessary resources required for learning, instead of providing a booklist and requesting that families source and purchase these themselves. This ensures that your child has the best resources to access the Victorian Curriculum. There is also no expectation that families provide a device for their child to use at our school. Your contributions assist us to provide iPads for all communities, assisting learning and supporting equality.

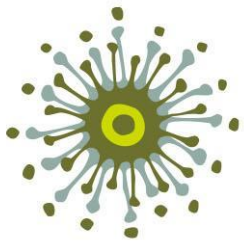
We want to thank you all for your continued support, it makes a huge difference to our school and the programs we can offer. Making a contribution is the most effective way to support your child's school and education. Any contribution that families can make will be greatly appreciated and will assist the school to continue to deliver a high-quality education for your child.

Please find following an explanation of the requested contributions. For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Kind Regards

Keren Barro  
Principal

Clinton Fullgrave  
School Council President



### Curriculum Contributions

These are support items and activities that help deliver fundamental curriculum or subject learning.

These items include:

- Materials including text books and student stationery
- Materials for learning and teaching (e.g. cooking, art work, clay)

At Ashley Park Primary School, all stationery items are provided for each learning community relevant to their year level. Items are replenished as necessary throughout the year. Using this method, we are able to purchase items in large quantities and obtain high quality materials at competitive prices. Our school only requests contributions for items that we believe add value to the school experience for students.

### Other Contributions

Ashley Park Primary School continues to welcome your voluntary contributions to support our school. These type of other contributions are categorised under two headings:-

1. A General Voluntary contribution: This goes towards all of our school's important priorities for 2025 as well as providing additional activities and services for all students.
2. A tax-deductible contribution to our Building Fund: This tax-deductible contribution supports renovations, improvements, upgrades and maintenance of school infrastructure, such as the recent air-conditioning of the Wattle and Eucalypt learning spaces and Silvergum Centre.

### Extra-Curricular Items and Activities

These non-essential materials and services are provided in addition to the standard curriculum program and are offered to all students. These optional extras are provided on a user-pays basis and if parents and guardians choose to access them for students, they will be required to pay for them. Examples include excursions, incursions and camps. At Ashley Park Primary School, we do not include any of these in our annual Parent Payment Contributions.

**Please be assured that Ashley Park Primary School makes every effort to keep contribution requests to a minimum and affordable for all parents and in doing so, have kept contribution requests the same for a fourth consecutive year.**

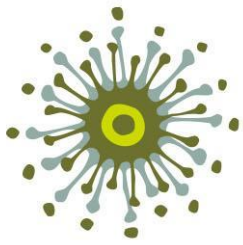


<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
<b>Community consumables, materials &amp; equipment</b>	
<ul style="list-style-type: none"><li>• <i>Student and community stationery supplies – for the entire year</i> <i>Among other things, these include:-</i> <i>writing books, project books, scrap books, reading journals, targeted handwriting books, colouring materials, pens/pencils, scissors, sharpeners, rulers and glue sticks : \$20 per term</i></li></ul>	\$ 80
<ul style="list-style-type: none"><li>• <i>Specialist Programs : \$15 per term</i></li></ul>	\$ 60
<ul style="list-style-type: none"><li>• <i>Inquiry : \$3.75 per term</i></li></ul>	\$ 15
<ul style="list-style-type: none"><li>• <i>Online subscriptions : PM online reading \$5 per year</i></li></ul>	\$ 5
<ul style="list-style-type: none"><li>• <i>ICT devices: provision of iPads from shared classroom sets \$5 per term</i></li></ul>	\$ 20
<ul style="list-style-type: none"><li>• <i>Printing and photocopying of learning materials : \$5 per term</i></li></ul>	\$ 20
<b>Total Curriculum Contributions</b>	<b>\$200</b>
<b>Other Contributions - non-curriculum items and activities</b>	<b>Amount</b>
<b>General Contribution</b>	\$
<b>Tax deductible contributions</b>	
<b>Building fund.</b> <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure (Suggested - \$50.00)</i>	\$

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

Ashley Park 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.

<b>Category</b>	<b>Totals</b>	
Curriculum Contributions	\$	
Other Contributions	General Contribution ( <i>Non-tax deductible</i> )	\$
	Building Fund ( <i>Tax-deductible</i> )	\$
Extra-Curricular Items and Activities	\$	
<b>Total</b>	<b>\$</b>	



# Ashley Park

## Primary School

### Payment Methods

- Payment by COMPASS – preferred option
- Payment by EFTPOS or Cash – at the office

Families can choose to opt into instalment payments (flexible payment arrangements) if they wish, which can be set up automatically via COMPASS. The suggested instalments consist of 10 equal payments per student as follows:-

Friday 31 <sup>st</sup> January	Friday 11 <sup>th</sup> April
Friday 14 <sup>th</sup> February	Friday 25 <sup>th</sup> April
Friday 28 <sup>th</sup> February	Friday 9 <sup>th</sup> May
Friday 14 <sup>th</sup> March	Friday 23 <sup>rd</sup> May
Friday 28 <sup>th</sup> March	Friday 6 <sup>th</sup> June

### Financial Support for Families

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

- The Camps, Sports and Excursions Fund
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities such as camp.

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

Kylie Sayer - Ph: 03 8776 0200 | Email: [kylie.sayer@education.vic.gov.au](mailto:kylie.sayer@education.vic.gov.au)

### Refunds

Ashley Park Primary School will consider requests for partial or full refunds of payments made by parents on a case-by-case basis, taking into account the individual circumstances. Generally, we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents 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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- 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.