



Monday 23 October 2023

Dear Parents and Carers,

Willowbank 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 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 in advance for your support. This will make a huge difference to our school and the programs we can offer.

At Willowbank Primary School, our teaching and learning programs draw on best educational practice and research. We strive to offer broad learning opportunities to students that are above and beyond what is required in the standard curriculum and what is provided for by Government funding. Your support will assist us to provide an enriched learning and teaching program for every student.

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

Kind Regards,

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Rynn Anderson  
Principal

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Kathryn Cain  
School Council President

Courage

Inclusion

Excellence

Collaboration



## 2024 Parent Payments

### Prep – Year Six

We make every effort to keep contribution requests to a minimum and affordable for all families. We would like to thank all families in advance for their financial commitment to support their children’s learning at school. Families will be able to make Parent Payments using the Compass App after Monday 5 February 2024.

| A. Curriculum Contributions  | Amount  |
|--|---------|
| General classroom materials and equipment <ul style="list-style-type: none"> <li>Shared classroom materials - stationery, paper, posters/charts, craft items (\$20.00)</li> </ul>  | \$20.00 |
| Subject specific materials & equipment <ul style="list-style-type: none"> <li>Art – paint, crayons, canvas, glitter, coloured paper, craft supplies (\$10.00)</li> <li>Science – cardboard, paint and coloured paper (\$10.00)</li> <li>Music – instruments (\$10.00)</li> <li>Kitchen Garden – cooking supplies (\$10.00)</li> <li>Physical Education – equipment (\$10.00)</li> <li>English - classroom libraries, readers and books (\$10.00)</li> <li>LOTE – stationery, paper, poster/charts (\$10.00)</li> </ul> | \$70.00 |
| Student Diary – Resilience Project (\$9.00)  | \$9.00  |
| Engage Workbook - Resilience Project (\$19.00)   | \$19.00 |
| Digital Technology - Access to devices, equipment, infrastructure and online subscriptions (\$60.00)   | \$60.00 |
| B. Other Contributions   | Amount  |
| Student wellbeing programs – extracurricular activities, wellbeing programs, incursions (\$10.00)  | \$10.00 |
| Student and parent communication tools - Compass (\$15.00)   | \$15.00 |
| C. Extra-Curricular Items and Activities   |         |
| Willowbank 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. These are provided on a user-pays basis. These activities will be charged to families through-out the year via compass as they arise, giving families as much notice as possible for payment.  |         |

| 2023 Total                               | Amount          |
|--|-----------------|
| A. Curriculum Contributions              | \$              |
| B. Other Contributions                   | \$              |
| C. Extra-Curricular Items and Activities | TBA - See Above |
| <b>Total Amount</b>                      | \$              |

### Educational items for students to own

Please see attached list of items that the school recommends you purchase from Officebarn Office National for your child to individually own and use. These items will be delivered directly to the school before school commences in Term 1.

### Payment methods

Families can make payment using the Compass App or via EFTPOS located in our Administration Building. Please note Willowbank Primary School is a cashless school.

### Financial Support for Families

Willowbank 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
- Flexible Payment Arrangements

For a confidential discussion about accessing these services, or if you would like to discuss flexible payment arrangements, contact our Business Manager, Nicole Alexander or email [willowbank.ps@education.vic.gov.au](mailto:willowbank.ps@education.vic.gov.au)

### 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.



## 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.