



## PARENT PAYMENT ARRANGEMENTS 2023: KOONDROOK PRIMARY SCHOOL

Dear Parents and Carers

Koondrook Primary is looking forward to another great year of teaching and learning and would like to advise you of our school's voluntary contributions for 2023.

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.

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

Koondrook Primary School makes every effort to keep parent contributions to a minimum by sourcing affordable items and activities for our students.

### Payment Methods

Items can be paid by **cash**, **cheque** or electronically via **direct deposit**.

**To pay by direct deposit, please complete the following steps:**

- \* **Clearly identify your family name.**
- \* **Account name: Koondrook Primary School Official Account**
- \* **BSB: 063542**
- \* **Account number: 10029491**

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund. Families holding a valid means-tested concession card are eligible to apply for CSEF (Camps, Sports and Excursions Funding). This funding assists eligible families to cover the costs of school trips, camps and sporting activities. Payments are \$125 per year for eligible primary school students, are made directly to the school and are tied to the student. Application forms will be distributed at the start of 2022.
- Access to **State Schools Relief** support via the principal to assist with uniforms and shoes.
- Welfare and support agencies that have established partnership arrangements with schools to provide further assistance to students and their families.
- Second-hand uniform - In order to support parents in meeting the costs of their children's education, the school sells second-hand school uniforms. Uniform costs are kept to a minimum.
- Staggering payments
  - Option A Full amount at the beginning of Term 1
  - Option B Quarterly payment at the beginning of each Term
  - Option C Half yearly payment (beginning of Terms 1 & 3)
  - Option D Other payment arrangements (please discuss this with the school).

For a confidential discussion about accessing support, or if you would like to discuss alternative payment arrangements, contact: Amanda Bradford (Principal) Ph: 03 54532428 or Email [Koondrook.ps@education.vic.gov.au](mailto:Koondrook.ps@education.vic.gov.au)

### **Refunds**

Our 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.

### **Method of Reimbursement**

Reimbursements will be processed by way of a credit being applied to the family account, unless alternative arrangements are made, which can be used for future activities. If the original payment was made with CSEF credit, this credit will be reapplied to the family account as CSEF credit.

### **Department Parent Payment Policy**

For further information on the Department's Parent Payment Policy, please see a one-page overview attached. The DET Parent Payment Policy is available to view on our school website and a copy can be requested at any time by contacting the school office.

We thank all parents in advance for your support,

Steven Ralston

School Council President

Amanda Bradford

Principal

The Parent Payment arrangements are reviewed and approved annually by School Council at the November meeting.

Parent Payment Overview

**Curriculum Contributions**

**Amount: \$160**

**Other Contributions**

**Amount: \$0**

**Extra-Curricular Items and Activities**

**Amount: To be advised**

**TOTAL: \$ 160**

**+ extra-curricular items and activities**

Curriculum Contributions – items and activities that students use, or participate in, to access the Curriculum	Amount
Student Supplies Books, Stationary as listed below for each year level  ONLINE LEARNING SUBSCRIPTIONS: Contribution towards the cost of online learning including - <ul style="list-style-type: none"> <li>• Prep/1/2 Reading Eggs/Express</li> <li>• 4/5/6/Mathletics</li> <li>• 3/4/5/6 Literacy Pro</li> <li>• P-6 Essential Assessment</li> </ul>	\$80
ART (MACC): Consumable items include – <ul style="list-style-type: none"> <li>• Art paper, paints, workbook, craft supplies and materials etc</li> </ul>	\$40
LIBRARY (MARC): Consumable items include – <ul style="list-style-type: none"> <li>• Workbook, cover paper and some craft supplies</li> <li>• Contribution towards the cost of maintaining and purchasing books for the Library Van</li> </ul>	\$10 \$30
Other Contribution – for non-curriculum items and activities	Amount
NA	Nil
<b>TOTAL</b>	<b>\$160.00</b>

**Educational items for students to own**

It is recommended you purchase a pair of headphones for your child to individually own and use.

- Art smock
- Reader bag
- Headphones

Prep Books		Stationary	
Number	Name	Number	Name
1	64PRO24L Spelling book – 64 page 24mm thirds mega (335x245)	1	red handle delux scissors (140mm) [White handle for L handers]
1	SB6402 - Sound Book – MINI SCRAPBOOK	4	glue sticks (35gm)
4	Small Pad	2	Grey lead – HB Jumbo Staedtler
2	WRIT24 Writing Book – 64 page 24mm thirds	1	12pk Crayola twistable Crayons
1	Writers/Readers Notebook – Scrap book white bond	1	587851 12pk Classic washable markers texta
1	64PRO24L Maths Project book 24mm thirds mega (335 x 244)	2	Whiteboard Markers
1	Integrated Studies – Scrap book white bond	1	eraser
1	L.O.T.E – Scrap book white bond	1	800500 Reading Book Box -cardboard
1	Kurwe! Reading Diary Yellow Book	1	playdough
1	DWF17 Plastic Document Wallet – A4 Clear		
		<b>Total</b>	<b>\$74.34</b>

Year One		Books	Stationary	
Number	Name	Number	Name	
1	Home Reading Diary. (Yellow). Year 1.	1	Scissors. Red Handle Delux	
1	writers note book NB5060 64 page Bond White 335x240mm Polypropylene	1	DWF17 Plastic Document Wallet – A4 Clear	
2	spelling EB6520 Plain/1pg 18mm Dotted Thirds with Red Margin. (Lines on RHS and blank page on LHS) Large	1	12 pk Crayola Twistable Crayons	
2	maths EB6584 330x240mm 64pg	1		
2	writing EB6516 96pg (N/A Kerang) 18mm Dotted Thirds Red Margin writing book size	6	Grey Lead Pencils Faber Castell Junior Art #116598 Grip Triangular Non Slip Non Grip	
2	reading EB6595 Top Half Plain/Bottom Half 18mm Dotted Thirds Red Margin large	1	Eraser	
1	Integrated Studies – Project book 48pg 18mm thirds	2	Whiteboard Markers	
1	LOTE NB5060 64 page Bond White 335x240mm Polypropylene	5	254037 Blue Glue Stick 35gm	
1	Hand writing EB 6520 Plain/1pg 18mm Dotted Thirds with Red Margin. 64pg (Lines on RHS and blank page on LHS). (Large). Kerang N/A.	1	ARTLINE Supreme Fineliner Black 0.4 102101	
			<b>Total</b>	<b>\$76.82</b>

Year Two (1)		Books	Stationary	
Number	Name	Number	Name	
1	Home Reading Diary. (green)). Year 2.	1	Scissors. Red Handle Delux	
1	Writers' notebook – scrap book	1	12pk pencils	
2	spelling EB6520 Plain/1pg 18mm Dotted Thirds with Red Margin. (Lines on RHS and blank page on LHS) Large	6	Grey Lead Pencils Faber Castell Junior Art #116598 Grip Triangular Non Slip Non Grip	
2	maths EB6584 330x240mm 64pg	1	Eraser	
2	writing EB6516 96pg (N/A Kerang) 18mm Dotted Thirds Red Margin writing book size	2	Whiteboard Markers	
2	reading EB6595 Top Half Plain/Bottom Half 18mm Dotted Thirds Red Margin large	5	254037 Blue Glue Stick 35gm	
1	Integrated Studies – Project book 48pg 18mm thirds	1	sharpener	
1	LOTE NB5060 64 page Bond White 335x240mm Polypropylene		ARTLINE Supreme Fineliner Black 0.4 102101	
1	Hand writing EB 6520 Plain/1pg 18mm Dotted Thirds with Red Margin. 64pg (Lines on RHS and blank page on LHS). (Large). Kerang N/A.			
			<b>Total</b>	<b>\$76.05</b>

Year Two (2)		Books	Stationary	
Number	Name	Number	Name	
1	Home Reading Diary. (green)). Year 2.	1	Scissors. Red Handle Delux	
1	Writers' notebook – scrap book	1	12pk pencils	
2	spelling EB6520 Plain/1pg 18mm Dotted Thirds with Red Margin. (Lines on RHS and blank page on LHS) Large	6	Grey Lead Pencils Faber Castell Junior Art #116598 Grip Triangular Non Slip Non Grip	
2	maths EB6584 330x240mm 64pg	1	Eraser	
2	Writing – 64 page 14mm thirds	2	Whiteboard Markers	
2	reading EB6595 Top Half Plain/Bottom Half 18mm Dotted Thirds Red Margin large	5	254037 Blue Glue Stick 35gm	
1	Integrated Studies – Project book 48pg 18mm thirds	1	sharpener	
		1	12pk Texta	
1	LOTE NB5060 64 page Bond White 335x240mm Polypropylene	1	Pencil case	
1	Hand writing EB 6520 Plain/1pg 18mm Dotted Thirds with Red Margin. 64pg (Lines on RHS and blank page on LHS). (Large). Kerang N/A.		<b>Total</b>	<b>\$ \$77.51</b>

Year Three		Books	Stationary	
Number	Name	Number	Name	
1	Writers' notebook – scrap book	1	Scissors	
2	Spelling book – 64 page 18mm thirds mega (335x245)	1	Ruler	
2	Writing – 64 page 14mm thirds	1	Sharpener	
1	Reading/literacy book – 64 page 14mm thirds	1	Eraser	
2	maths 64 page mega maths book 10mm grid	1	12pk Pencils	
1	Integrated Studies – Project book 14mm thirds	1	12pk Texta	
1	L.O.T.E – 64 Page 100gsm	5	Glue Stick	
1	Reading diary	5	Grey Lead – HB	
1	Hand writing EB 6520 Plain/1pg 18mm Dotted Thirds with Red Margin. 64pg (Lines on RHS and blank page on LHS). (Large). Kerang N/A.	2	Red Checking Pencil	
		2	Whiteboard Markers	
		1	pencil case	

**Total**

**\$77.51 |**

Year Four		Books		Stationary	
Number	Name		Number	Name	
2	Writers Notebook - 96 A4 Page 18mm thirds		1	Scissors	
2	Spelling book – 96 A4 Page 18mm thirds		1	Ruler	
2	Writing books – 96 Page 14mm thirds		1	Sharpener	
1	Reading/literacy book – 96 Page 14mm thirds		1	Eraser	
2	Maths – 96 Page 10mm grids		1	12pk Pencils	
1	Integrated Studies - 64 Page 18mm thirds		1	12pk Texta	
1	L.O.T.E – 64 Page 100gsm		3	Glue Stick	
1	Reading diary		5	Grey Lead – 2B	
4	Display Pockets		2	Red Checking Pencil	
1	Clip Folder		1	Whiteboard Markers Wallet 4	
			1	Highlighters	
			<b>Total</b>		<b>\$77.08</b>

Year Five (1)		Books	Stationary	
Number	Name		Number	Name
1	Reading Diary \$5.45		3	Red and blue biro x 3 of each
1	Display book x 1 = \$2.26		3	Blue biro
1	Plastic document wallet button x1 \$1.00		3	Pencils 3 2b
3	Exercise book 48 pg x 3 = \$1.50		3	Sharpener
1	Exercise Book 64 pg x 1 = 1.40		2	Ruler PVC
2	Exercise book grid x 2 = \$2.00		1	Scissors 180mm
2	Scrap Book x 2 \$4.70		2	Eraser x 2
3	Note pad A4 large x 3 \$5.40		1	Coloured pencils 24pk
1	A4Loose leaf x 1 \$2.70		1	Textas 10 pk
			1	Highlighters
			3	gluesticks
			1	Usb
			<b>Total</b>	<b>\$75.66</b>

Year Five (2)		Books	Stationary	
Number	Name		Number	Name
1	Reading Diary \$5.45		3	Red and blue biro x 3 of each
4	Display Pockets		3	Blue biro
1	Writers Notebook - 96 A4 Page 18mm thirds		3	Pencils 3 2b
1	Spelling book – 96 A4 Page 18mm thirds		3	Sharpener
1	Exercise Book 64 pg x 1 = 1.40		1	Ruler
1	Exercise book grid x 1 = \$2.00		1	Scissors 180mm
3	Exercise book 48 pg x 3 = \$1.50		1	Eraser
1	Writing books – 96 Page 14mm thirds		1	12pk Pencils
1	Maths – 96 Page 10mm grids		1	12pk Texta
1	Clip Folder		1	Highlighters
1	Integrated Studies - 64 Page 18mm thirds		3	Glue sticks
			1	Whiteboard Markers Wallet 4
			2	Red Checking Pencil
			<b>Total</b>	<b>\$73.36</b>



Year Six		Books	Stationary	
Number	Name		Number	Name
1	Reading Diary		3	Red biro
1	Display book		3	Blue biro
1	Plastic document wallet button		3	Pencils 2b
3	Exercise book 48 pg		3	Sharpener
1	Exercise Book 64 pg		2	Ruler PVC
2	Exercise book grid		1	Scissors 180mm
2	Scrap Book		2	Eraser x
3	Note pad A4 large		1	Coloured pencils 24pk
1	A4Loose leaf		1	Textas 10 pk
			1	Highlighters
			1	Usb
			3	glue sticks
<b>Total</b>				<b>\$75.66</b>

### Extra-Curricular Items and Activities

Koondrook Primary 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.

Extra-Curricular Items and Activities	Amount
<p><i>Primary School offers a range of optional items and activities throughout the year that could 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.</i></p> <p><i>Extra-curricular items and activities are optional item charges which may be requested as they arise during the year, including extra-curricular programs or activities, camps and excursions, in-school arts/music/artist visits, sports activities, school photos etc. The costs and payment for these activities will be advised throughout the year.</i></p>	
<p><b>* Extra-Curricular Activities:</b> A direct charge will be made to each student as and when required to cover the cost of excursions, visiting performers and special activities. This covers bus transport, entrance fees and other associated costs. Costs will vary depending on the activity. <b>These costs must be paid in full so that your child can have access to these extra-curricular activities as they are directly charged to the school.</b></p> <p>Swimming – There will be 9 swimming session held during Terms 1 and 4 Entry fee \$2.50 per session if you don't have a pool membership Bus to swimming \$2.00 per trip</p>	<p>To be advised</p> <p>Bus \$18 Pool Entry \$22.50</p>

<b>P-6- Billy Tea Bush Band</b>	\$10
<b>Stomp Dance</b>	\$5.00 for bus
* <b>School Camps:</b> A direct charge will be made to each student who participates in the camping program. The cost will vary depending on the year level of the child. <b>Camps must be paid in full so that your child can have access as they are directly charged to the school.</b>	
<b>Year 5/6 Cluster Camp- Canberra</b>	Approx. \$600 depending on the cost of the bus and fundraising efforts
<b>Year 3/4 Cluster Camp</b>	Approx. \$300 depending on the cost of the bus
<b>Prep/1/2 Excursion</b>	Approx \$100
<b>Cluster Athletics in Cohuna Prep-6 Contribution to the cost of the bus</b>	\$5.00
<b>Zone and Regional Sporting Events</b> <ul style="list-style-type: none"> <li>• Year 4/5/6 Lightning Premiership- Netball/ football/ TBall</li> <li>• Year 5/6 T20 Cricket</li> <li>• Zone Trials Athletics Year 3-6</li> <li>• Zone Trials Swimming Year 3-6</li> </ul>	Contribution to the cost of the bus \$5.00 per event
<b>School Uniform:</b> A price list and order form is available from the office. Charges are set at cost price plus minimal postage and handling. Families experiencing hardship can work in partnership with the school to apply for State School Relief which helps with the cost of uniform. Please contact Judith for more information.	A uniform price list and order form are available from the office.
<b>TOTAL</b>	\$ To be advised

# 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) 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.