



3 November 2023

Dear Parent/Guardian,

## Re: 2024 Parent Payment Arrangements

Glenroy West Primary School is looking forward to another great year of teaching and learning and would like to advise you of Glenroy West Primary School's voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard curriculum requirements 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's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

The environment and resources that we enjoy today represent the contributions made by our parent/carer community over many years. Parent/Carers voluntary contributions make significant difference to the quality of our programs. This financial support ensures that we can continue to provide the excellent range of facilities and resources for your children. Your support in 2023 allowed us to:

- Provide high quality programs and specific subject materials and equipment for: English, Mathematics, Technology, Science, Art, Music, Inquiry, LOTE and PE
- Ensure the upkeep of our computer devices to enhance digital learning opportunities
- Maintain sufficient class sets of books for students to develop their reading skills
- Provide hands on Mathematics equipment i.e. measuring materials for teaching purposes
- Facilitate Literacy and Mathematics online digital subscriptions
- Upgrade and deliver a range of sporting equipment
- Arrange for individual student supplies and class bulk supplies
- Offer effective First Aid for all students
- Upgrade resources to our Library Centre

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

Yours sincerely,

Pamela Streete  
Principal

Gayle O'Sullivan  
School Council President

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
Classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper (\$20.00)</li> <li>• STEM – materials and equipment (\$25.00)</li> <li>• Mathematics – materials and equipment (\$25.00)</li> <li>• Literacy – material &amp; resources (\$25.00)</li> <li>• Music – equipment (\$20.00)</li> </ul>	\$115.00
Digital and Online subscriptions for learning and assessments: Apps which help to deliver curriculum, engage students and inform parents include Seesaw, IXL Program, Mangahigh, Sunshine Online	\$30.00
ICT devices – provision and upkeep of school devices for class sets	\$30.00
Printing and photocopying of worksheets and learning materials	\$5.00
<b>Total Curriculum Contributions</b>	<b>\$180.00</b>

<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
Student wellbeing programs and support	\$10.00
First aid and hygiene costs	\$5.00
School grounds maintenance and improvements	\$5.00
<b>Total Other Contributions</b>	<b>\$20.00</b>

### **Educational items for students (Book Packs)**

For 2024 Glenroy West Primary School will provide all the recommended educational materials your child will require as bulk classroom supplies, therefore no need to purchase individually.

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

Glenroy 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 and may include the following (see table on next page):



Extra-Curricular Items and Activities	Amount
School Photos - SchoolPix	As Purchased
Instrumental Music Lessons- Genesis Music	As purchased
Optional Year 3-6 school camp	To Be Advised
Optional incursions and excursions to be scheduled	To Be Advised
Optional Year 5/6 Interschool Sports program	To Be Advised
<b>Total Extra-curricular Items and Activities</b>	<b>To Be Advised</b>

### Financial Support for Families

Glenroy 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 (CSEF)
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular items and Activities
- Second-hand uniform when available

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact our Administration staff by phone on 9306 8955 or email [glenroy.west.ps@education.vic.gov.au](mailto:glenroy.west.ps@education.vic.gov.au)

### Total

Category	
Curriculum Contributions	\$180.00
Other Contributions (Non-tax deductible)	\$20.00
Extra-Curricular Items and Activities	TBA

### Payment methods

Parent Payments can be made online via Compass (preferred) or by cash or credit card in the general office.

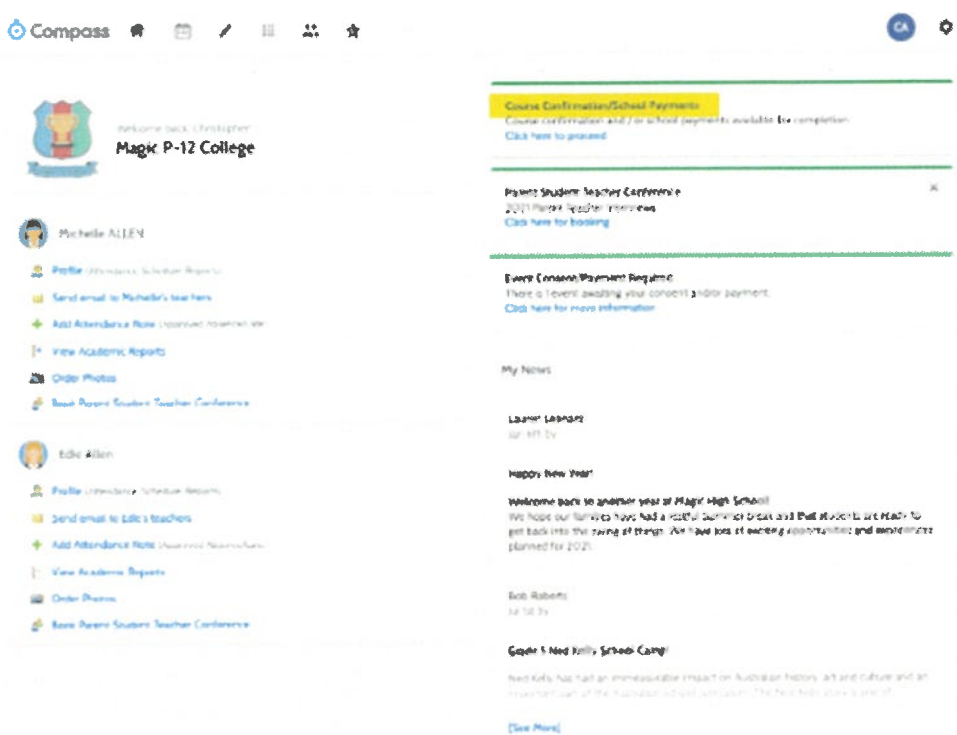
Payments can be made in full starting Monday 6<sup>th</sup> November 2023.

Quarterly payments are also an option when paying via Compass which can be selected during the payment process. Payments will be deducted on the following dates:

- 1 December 2023
- 1 March 2024
- 1 June 2024
- 1 September 2024

Please note the school will continue to collect parent payments via Compass in 2024.

Please see below instructions on how to pay via Compass:



#### How do I pay course confirmation and school fees on Compass?

Confirm course fees in seconds, just:

1. Login to your Compass portal (mobile app or web), and view your home page. When school fees require consent/payment, a notification will appear here.
2. Selecting this link will redirect you to your *Course Confirmations/Payments* page. Simply click on the name of the fee that you wish to pay to begin the payments process.
3. You may be asked to consent to certain agreements, such as an ICT usage Agreement, before paying your school fees. Type your full name into the provided box to accept the above terms, and click *Proceed* to continue.
4. Review your payment summary, and fill-in your Credit Card details.
5. Click *Pay Now* for the payment to be processed.

**Friendly Note:** Currently, only VISA or MasterCard payments are accepted by Compass. Alternative payment options may be available at your school's general office.

#### What is a voluntary payment?

When paying school fees, some amounts may be fixed (compulsory), while others are voluntary. These voluntary amounts can be changed by clicking on the corresponding *Amount* box and manually updating the figure as desired.

#### Can I use a payment plan?

If available, the option for *Payment Plans* will be clearly visible at the end of the *Course Confirmation* payment process (below where your card details are recorded). If unavailable, you may need to contact your school to make alternative arrangements.

## 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 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.