

31<sup>st</sup> January 2022

Dear Parent/Guardian,

Lockwood SOUTH Primary School is looking forward to another great year of teaching and learning and would like to advise you of the voluntary financial contributions schedule for 2022.

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's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school, your support in 2021 allowed us to:

- Offer a wide range of subjects and special curriculum experiences for our students across all year levels
- Upgrade and purchase of additional IT devices for students during Covid lockdowns
- Maintenance of school grounds to reduce school community working bees.

Please find below Lockwood South Primary Schools voluntary financial contributions schedule for 2022, which includes an overview of what your contributions will contribute towards.

Department of Education guidelines now mandate that schools are UNABLE to provide parents with a statement of fees. With this in mind, parents are asked to please review the recommended voluntary financial contributions schedule below for an indication of contributions for your child/ren.

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

Yours sincerely,



Adam Torney  
Principal

## 2022 VOLUNTARY FINANCIAL CONTRIBUTIONS SCHEDULE

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<i>[Use the listed items as examples only and either delete or replace with items relevant to your individual school context and identified needs]</i> Classroom consumables, materials & equipment	\$175
Online subscriptions: <ul style="list-style-type: none"> <li>• Raz Plus -\$10 er student</li> <li>• Twinkl- \$15</li> </ul>	\$25
<i>Whole school Events</i> <ul style="list-style-type: none"> <li>• <i>Sports days</i></li> <li>• <i>Swimming transport</i></li> <li>• <i>Local Excursions</i></li> </ul>	\$50
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
<i>MARC Library</i>	\$30
<i>First aid equipment</i>	\$20
<i>School grounds maintenance and improvements (per family)</i>	\$80

**Totals** (leave blank for parents to complete)

<b>Category</b>	
Curriculum Contributions	\$
Other Contributions	\$
Extra-Curricular Items and Activities	\$
<b>Total Amount</b>	\$

**Direct Debit. BSB: 633 000 Acc. No. 108999657**

### **Curriculum Contributions**

Items and activities that students use, or participate in, to access the Curriculum, including:

- Computer applications where our students have their own individual password – At Lockwood South Primary School we use Raz Plus, Maths and Twinkl
- Everyday items that your child will use in the classroom to learn the essential curriculum such as art supplies, science experiment equipment, cooking ingredients, technology materials

### **Other Contributions**

Non-Curriculum items and activities to support the daily operation and objectives of Lockwood South Primary School.

### **Extra-Curricular (OPTIONAL) Items and Activities**

Lockwood South 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. Details of these items and activities will be provided to students and families throughout the year.

The payment of the following costs are supported by Voluntary Financial Contributions from families, as detailed in the 2022 VOLUNTARY FINANCIAL CONTRIBUTIONS SCHEDULE above:

- Transport costs and hire of specialized facilities required for training or assessment
- PPE worn and retained by the student
- Online registration/subscription fees, platform charges, software
- Tuition fees, registration, and administration fees

### **Financial Support for Families**

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

- State Schools' Relief provides financial support for eligible families to purchase clothing/uniforms at a reduced rate
- Camps, Sports and Excursions Fund provides payments for eligible students to attend camps, sports and excursions

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Joanne Egan our Business Manager on 03 5435 3293 or email [lockwood.south.ps@education.vic.gov.au](mailto:lockwood.south.ps@education.vic.gov.au)

### **Payment methods**

Parent contributions towards the requested payments is essential to maintain the quality of education that we provide at Lockwood SOUTH Primary School. Payment can be made electronically via Direct Debit. BSB: 633 000 Acc. No. 108999657

Alternatively, cash and cheque payments can be made directly at the school 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 Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information

# PARENT PAYMENTS POLICY 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:

<b>Curriculum Contributions</b>	<b>Other Contributions</b>	<b>Extra-Curricular Items and Activities</b>
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	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.