

ORBOST PRIMARY SCHOOL

PARENT PAYMENT ARRANGEMENTS 2023

Dear Parent/Guardian,

Orbost Primary School is looking forward to another great year of teaching and learning and would like to advise you of Orbost Primary School's voluntary financial 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's through our request for financial contribution, fundraising or volunteering your time. This makes a huge difference to our school and the programs we can offer.

Within our school, this support has allowed us to provide extra Teacher Aides assistance in classrooms, run a specialist Music program, provide iPads and notebook computers to students, resource a new kid's kitchen and equip our technology program.

The total financial contribution for 2023 is **\$210** per student (**\$170** per student with a family pool pass).

Extra-Curricular Items & Activities

Payments for Extra-Curricular activities will be requested on an opt-in or user pays basis in 2023. Please find attached an outline of Extra-Curricular options the school is proposing for 2023.

Please indicate the camps you would be likely to purchase on the attached form, so we can plan for viability and final costs of running these activities. Please return this form to the office at the start of school 2022.

Payment Methods

Cash or Cheques can be received at the school office

Direct Deposits – **BSB 313 140 Account 12098415**

- An initial invitation for curriculum contributions will be sent 6 weeks prior to the commencement of the school year and requests will be sent out no more than once per term.
 - All students have access to the standard curriculum
 - Parents will be made aware of alternative payment options and an invitation to discuss these options on request to our office staff.
 - Any record of payment or contributions by parents and guardians is to be kept confidential.
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Refunds

Orbost 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 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.

Students Leaving Orbost PS

If a student transfers to another Victorian school including Secondary the unspent portion of the CSEF will be forwarded to the student's new school so the student has access to the full value of the payment.

If a student leaves the Victorian school system, the CSEF receipt will remain with the school and may be used towards the expenses for siblings, or school incurred costs associated with operating camps, sports or excursion activities for students.

Credit amounts of Parent payments (ie: Cash, Direct Deposit) held at the time of the student leaving Orbost Primary School will be refunded back to the parent.

For further information on our school curriculum contributions, extra-curricular items and the Department's Parent Payments Policy please see attached.

Yours sincerely,



PETER NICOLSON

Principal



MATT JENKINS

School Council President

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.