



# **MACCLESFIELD PRIMARY SCHOOL**

405 Macclesfield Road, Macclesfield, VIC 3782



Email: [macclesfield.ps@education.vic.gov.au](mailto:macclesfield.ps@education.vic.gov.au)

Website: [www.macclesfieldps.vic.edu.au](http://www.macclesfieldps.vic.edu.au)

Telephone: 5968 4734

Principal: Andrew Bagnall

## **PARENT PAYMENTS POLICY**

### **PARENT PAYMENT ARRANGEMENTS 2022**

Dear parent/guardian

We are 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.

Next year you will notice changes to how Macclesfield Primary school provides classroom supplies to our students. Where formally, the school has provided book bags for purchase, we will now be providing a central supply of stationery to each classroom and items will be shared and available to all children. The benefit of this will hopefully see less doubling up of items in households, and increased access for all students to vital education supplies. We are also pleased to be able to offer to our families a reduction in the contributions request from \$250.00 per student in 2021, to a reduced \$190.00 for 2022.

Please find attached Macclesfield 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

Andrew Bagnall  
Principal

Emma Nielsen  
School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><i>Classroom consumables, materials &amp; equipment</i></p> <ul style="list-style-type: none"> <li>• <i>Art – paint, crayons, canvas, glitter, coloured paper, glue, card, wool, material, wood, beading</i></li> <li>• <i>Science – ingredients, books, shared classroom materials</i></li> <li>• <i>Mathematics – numeracy blocks, calculators, textbooks, maths kits</i></li> <li>• <i>English – book boxes, class sets, novels, readers, textbooks</i></li> <li>• <i>Classroom - pens, pencils, textas, glue sticks, writing, graph and scrap books, highlighters, post-it notes, folders, display books, scissors, rulers</i></li> <li>• <i>Sports – equipment, ribbons, materials</i></li> <li>• <i>Music – instruments, books, pens, markers and folders</i></li> <li>• <i>Library – books, subscriptions</i></li> <li>• <i>Japanese – books, shared classroom materials</i></li> </ul>	\$170
<p><i>Online Subscriptions</i></p> <ul style="list-style-type: none"> <li>• <i>Mathletics</i></li> <li>• <i>Literacy Pro</i></li> </ul>	\$10
<p><i>Printing and photocopying of worksheets and learning materials</i></p>	\$10
<p><b>Total Amount</b></p>	\$
Other Contributions - for non-curriculum items and activities	Amount
<p><i>Student wellbeing programs: (please nominate an amount)</i></p>	\$
<p><i>First Aid equipment: (please nominate an amount)</i></p>	\$
<p><i>School grounds mowing, maintenance and repairs: (please nominate an amount)</i></p>	\$
<p><b>Total Amount</b></p>	\$

### Extra-Curricular Items and Activities

Macclesfield 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.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
<i>Optional school camps</i>	<i>\$TBA</i>	
<i>Optional Interschool Sports, cross country, and athletics</i>	<i>\$TBA</i>	
<i>Other optional incursions and excursions to be scheduled</i>	<i>\$TBA</i>	
<b>Total Extra-curricular Items and Activities</b>		<b>\$</b>

### Financial Support for Families

*Macclesfield 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) to eligible Health Care Card holders*
- *Individual payment plans for Extra-Curricular Items and Activities*
- *State schools relief*

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Andrea (Andy) Hagar:

Ph: 03 5968 4734 Email: [andrea.hagar@education.vic.gov.au](mailto:andrea.hagar@education.vic.gov.au)

Your details:		
Student's name:	Year level	
Curriculum Contributions		\$
Other Contributions		\$
Extra-Curricular Items and Activities		\$
TOTAL		\$

**Payment methods**

- *Cash*
- *EFTPOS*
- *Direct debit from your debit or credit card*
- *Direct deposit to the school's bank account. Commonwealth bank: 063-842 / 1003-6031*

*I authorise \$\_\_\_\_\_ to be charged to my Visa / MasterCard.*

*Details as follows:*

<b>NAME (as on card)</b>																					
<b>CARD NO:</b>						-						-					-				
<b>SIGNATURE</b>																					
		<b>VISA</b>		<b>MASTERCARD</b>		<b>EXPIRY DATE</b>	____ Month ____ Year														

**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.