



COBURG WEST PRIMARY SCHOOL

FEBRUARY 2023

Dear parent/guardian,

Coburg West Primary School is looking forward to another exciting year of teaching and learning and would like to advise you of Coburg West Primary School's voluntary financial contributions for 2023.

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 is through fundraising or volunteering your time. This has made an enormous difference to our school and the programs we can offer our students.

Within our school your support has allowed us to:

- Offer a broad range of specialist subjects (including Science and Digital Technologies), student support and extension programs and a range of additional experiences to enhance learning for all students
- Employ Sue (our School Nurse) five days a week to ensure every student's medical and First Aid needs are met
- Upgrade our playgrounds, shade sails and learning spaces (most recently in Grade 1 & 2).

Without your contributions, it may not be possible to maintain many of these things.

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

Yours sincerely,

Mark COLAGRANDE
Principal

Donald PARTON
School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables, materials & equipment <ul style="list-style-type: none"> • General classroom materials and equipment - such as stationary, workbooks, scrap books, glue, writing paper, craft items • Mathematics – manipulatives and resources to support hands-on learning • English – book boxes and Handwriting text • Visual Arts – such as paint, crayons, fabrics, coloured paper, beads, clay • Languages – workbooks, scrap books, poster paper, craft materials • Sports/PE – equipment and other learning materials • Performing Arts – equipment and learning materials • STEM/Science – chemicals / materials and equipment 	\$230
Online subscriptions for learning, assessment and communication <ul style="list-style-type: none"> • PM eCollection, SeeSaw/COMPASS, Maths online 	\$15
ICT devices – provision and maintenance of devices from the shared classroom sets	\$35
Printing and photocopying of worksheets and learning materials	\$10
Total Curriculum Contributions	\$290

Other Contributions - for non-curriculum items and activities	Amount
School Sports Victoria (SSV) affiliation – Grades 3 to 6	\$4
First aid <ul style="list-style-type: none"> - Personnel (Nurse Sue) \$90 - Equipment/supplies \$5 	\$95
School grounds maintenance and improvements	\$20
Total Other Contributions	\$119

Tax Deductible Contributions	
<p>Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. Contributions to this fund support continued strategic enhancements of our school’s facilities.</p> <p style="text-align: right;">(Suggested \$100)</p>	\$
<p>Library fund. A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. Contributions to this fund will continue to support and maintain programs and resources to ensure both our School and Classroom Libraries remain well stocked and vibrant spaces for all students to enjoy.</p> <p style="text-align: right;">(Suggested - \$50)</p>	\$

Educational items for students to own

Attached is a list of items that the school recommends you purchase from our school office for your child to individually own and use.

- Sun Hat (broad rimmed) \$15
- Reader Book Bag \$20

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

Coburg 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.

NB: The cost of extra-curricular items and activities will be advised as they arise throughout the year and are strictly provided on a user-pays basis.

Extra-Curricular Items and Activities	Amount
School photos	\$ <i>TBA</i>
School camp <ul style="list-style-type: none"> - three days/two nights away for students in grades 4 to 6 - extended Bush Day for grade 2 students 	\$ <i>TBA</i>
Interschool sports program (Grade 6 students)	\$ <i>TBA</i>
Excursion and/or Incursions scheduled throughout the year	\$ <i>TBA</i>
Student Wellbeing – Body Safe Program (Grades 3 to 6)	\$ <i>TBA</i>
Total Extra-Curricular Items and Activities	\$<i>xx</i>

Financial Support for Families

Coburg 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
- the Second-Hand Uniform Stall
- State Schools Relief (SSR)
- Negotiated payment plans for Extra-Curricular Items and Activities (such as School Camps)

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

Business Manager, Franca Polito

Ph: 03 9386 1286 | Email: coburg.west.ps@education.vic.gov.au

Total

Category	Totals
Curriculum Contributions	\$290
Other Contributions – First Aid/Nurse/School Grounds/SSV <i>(Non-tax deductible)</i>	\$
Building and/or Library Fund <i>(Tax-deductible)</i>	\$
Extra-Curricular Items and Activities	\$TBA
Total	\$

Payment methods

Payments can be made via the following methods:

- COMPASS (preferred) – these contribution payments are now open and can be made online
- Eftpos or Cash – over the counter at the front office or by phone 9386 1286

NB: if you have more than one child enrolled at the school and would like to make one lump sum payment, please contact/visit the Office directly to make payment over the phone or in person.

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 Payments 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) 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.