

# Woodend Primary School

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Diana Ellis –PRINCIPAL  
Elissa Campbell – ASSISTANT PRINCIPAL

Dear parent/guardian

November 2023

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

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. However, when there is a shortfall in contributions from parents, any funds earmarked for school improvement projects are diverted to address this.

Your financial support in 2023 has allowed us to purchase the following items, which are of direct benefit to students at our Woodend and Carlsruhe campus -: Acoustic Panelling in classrooms, playground equipment, remainder of the blinds in classrooms and First Aid room, Ocarinas for the Music Program, shade sail, Maths Learning Resources, additional 'Take Home Readers' and 'Big Books' and the remainder of the colourful Library furniture.

We appreciate the ongoing financial support from our school community as it allows us to continue to allocate funds to these important improvements, which are all aimed at delivering the best possible learning outcome and environment for our students.

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

Yours sincerely



**Diana Ellis – PRINCIPAL**



**Shayne Summers – SCHOOL COUNCIL TREASURER**

## Woodend Primary School – Parent Payment Information - 2024

### CURRICULUM CONTRIBUTIONS - items and activities that students use, or participate in, to access the Curriculum

	F	1	2	3	4	5	6
<b>Booklist Requisites</b>	95	75	75	60	55	55	55
<b>Netbook Program (Yr 4, 5 &amp; 6 only)</b>					<b>BYOSD Program</b>	<b>BYOSD Program</b>	<b>200</b>

**Booklist Requisites** - ALL requisites for students in ALL year levels, will be bought in bulk for 2024. There will be no requirement to lodge an individual booklist.

All items will be purchased in bulk at the best possible price and be made available for students at the beginning of the school year.

**Netbook Program** – (Yr 6 only) - Woodend Primary School is committed to providing learning environments that will engage our students and provide independence and flexibility in their learning. We believe students should be able to learn in teams, collaboratively, as a class, a whole community or alone.

Our Netbook Program aims to expand the learning environment beyond the walls of the classroom. It gives students the capability to collaborate, share information and experiences and take control of their learning in ways not previously possible, whilst also preparing them for 21<sup>st</sup> century learning.

The fee covers the cost of using the device and technical support for the year.

**Further information covering the netbook distribution process, will be provided.**

### OTHER CONTRIBUTIONS - for non-curriculum items and activities

<b>Carlsruhe Bus – (Yr 4 only)</b>					<b>110</b>		
<b>School Improvement Fund</b>	See below for suggested contribution amounts...						

**Carlsruhe Bus** – (Yr 4 only) - the cost of transport to and from our Carlsruhe Annexe, 4 days a week, will be \$110 per child.

#### School Improvement Fund

Woodend Primary School continues to welcome your voluntary contributions to support our school. This year's contributions will once again be channelled to the classroom/education, grounds, buildings & the library, which were the areas identified in the 2019 parent survey.

Payments can be made via Qkr and the recommended amounts this year are based on a family rather than per student. When entering the 'School Improvement Funds' menu on Qkr you will be asked to select the number of children. The recommended fees are listed below or select a different amount if that is what you wish to contribute.

\$150 for one child..... 😊

\$265 for two children ..... 😊 😊

\$350 for three children ..... 😊 😊 😊

**Tax deductible contributions** If you would like to claim a tax deduction, please direct your contribution to the Building and/or Library Fund, NOT the School Improvement Fund. A separate receipt for tax purposes can only be issued for donations to either the Building or Library Fund.

### EXTRA-CURRICULAR ITEMS AND ACTIVITIES

Woodend 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.

**Excursions and Camps** – Throughout the year, excursions and camps may be organised for specific year levels. Details will be provided via Compass when an event has been scheduled.

**Instrumental Music Program** - Various outside tutors provide tuition to students on a wide range of instruments. The program is an extra-curricular activity where participation is optional and tuition fees are set by and paid direct to the music tutor. Please contact the school for further information.

**Instrument Hire** – The school owns a variety of instruments which are available for hire, if participating in the Instrumental Music Program. Please contact the school for further information.

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- a confidential discussion about accessing financial assistance or if you would like to discuss alternative payment arrangements for any activity, contact:
- Diana Ellis - Ph: 03 5427 2455 Email: [diana.ellis@education.vic.gov.au](mailto:diana.ellis@education.vic.gov.au)

**Payment methods** – please note – No individual accounts will be issued.

Via **QKR** (free app) – for payment of Booklist, Netbook Program, Carlruhe Bus, School Improvement Fund and Building & Library Fund Contributions. Also for Canteen & Uniform Shop orders.

### 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.