



## Hughesdale Primary School

Brine Street

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Dear Parents and Guardians,

RE: Parent Contributions 2024

Hughesdale Primary School is looking forward to another great year of teaching and learning and would like to advise you of our 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. Our school receives valuable support both financial and non-financial from our parent community which has contributed immensely to the educational experience for our students. This has made a huge difference to our school and the programs we can offer.

The Hughesdale Primary School Council is responsible for developing and approving the Parent Payment contributions as outlined below within the Department of Education's framework.

The school makes every effort to keep costs to a minimum and only request contribution that we believe will add value to the school experience for students. We look forward to your support in 2024 to enhance the educational outcomes for all our students.

Parent payments are requested by 31<sup>st</sup> January 2024. We want to thank you in advance for your support.

Yours sincerely,

Dean Napier

Acting Principal

Kirsten Williams

School Council President

In 2024 the Parent Payment contributions are categorised as follows:

1. Curriculum Contributions;
2. Other Contributions; and
3. Extra Curriculum Items and Activities.

#### 1. Curriculum Contributions

Curriculum Contributions (previously known as Essential Student Learning Items) support items and activities that help deliver fundamental curriculum or subject learning. These include general classroom materials and a charge for ICT equipment and associated technology such as the purchase and maintenance of devices for use in classrooms, along with peripherals and connectivity.

#### 2. Other Contributions

Other Contributions (previously known as Voluntary Contributions) support four areas of the school's operation, to improve learning outcomes.

The Victorian Department of Education provides funding to schools through the School Resource Package (SRP) that is supplemented through locally raised monies via fundraising, the hire of facilities and family contributions. The SRP includes funding for staffing, the standard curriculum program, equipment, and operational costs such as utilities, maintenance/urgent works and resources and cleaning. Approximately 90% of the SRP funding is required to cover the cost of the employment of staff. This leaves just 10% to meet all other operational costs, maintenance of our facilities and curriculum opportunities, so we appreciate additional contributions from parents and carers.

*We are extremely grateful to all our school families who have paid their 2023 school fees which has made an enormous difference to our school.*

In 2024 we will require your support again as we have major plans to continually improve our school and make a significant difference to the education we provide.

#### 3. Extra-Curricular Items and Activities

Payments for Extra-Curricular Items and Activities (previously known as Optional Items) provide for items and activities over and above what is needed to deliver fundamental curriculum learning.

Excursions, incursions, camps and sports will be charged separately for students as needed through the Compass portal.

## PARENT PAYMENT REQUESTS 2024– FOUNDATION TO YEAR 3

Curriculum Contributions	Amount
<b>Materials &amp; Equipment:</b> <ul style="list-style-type: none"> <li>Classroom consumables (student stationery)</li> <li>Materials to be used in Visual Art, Performing Art &amp; French</li> <li>Printing and copying usage</li> <li>Health Curriculum</li> </ul>	\$215.00
<b>TOTAL Curriculum Contribution</b>	<b>\$215.00</b>

Other Contributions	Tax deductible	Amount
<p><b>Digital Learning, Curriculum and Technology</b></p> <p>We are dedicated to the provision of hardware and software that maximises student opportunities and supports the gradual implementation of our BYOD program. As the senior years BYOD program unfolds, HPS will continue to maintain banks of devices for use across the school.</p> <p>In addition, we provide digital devices and software to enhance curriculum delivery, including photography, audio-visual recording, and display equipment. Part of our forward planning is replacing of interactive whiteboards in our classrooms as the current boards gradually cease to be operational.</p>	No	\$150
<p><b>First Aid</b></p> <p>All HPS staff are first aid trained to maximise student safety at all times. This contribution supports the provision of first aid training and materials, first aid kits for excursions, spare EPI pens and funding specific first aid staff to support students throughout the school day.</p>	No	\$85.00
<p><b>Maintenance Contribution</b></p> <p>Our Buildings and Grounds person needs the support of the school community to assist with the enhancement and maintenance of the school's buildings and grounds. This includes such items as soft fall for the playgrounds, tree planting and regular tree inspections, mowing, maintenance of play equipment and buildings. Your contributions assist with the general upkeep to ensure a safe environment for students, staff and our community.</p>	No	\$100.00

<b>Library</b> Your Library contribution goes towards the purchase of fiction and non-fiction books, electronic resources, and funding specific staff to support an informed and enjoyable literacy experience for all our students. <i>"So, please, oh please, we beg, we pray, go throw your TV set away, and in its place you can install, a lovely bookcase on the wall." (Roald Dahl)</i>	No	\$100.00
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### Tax deductible contributions

<b>Building Fund (Contributions over \$2 are tax deductible)</b> The Department of Education grants are insufficient to keep our buildings in their best condition. As a voluntary contribution to your child's education, School Council provides a tax-deductible opportunity to enable you to help improve the school facilities. The Hughesdale Primary School Building Fund is used solely for the upgrade and maintenance of our school buildings. At the top of our 2024 wish list is a fan for the gymnasium.	Yes	\$150.00
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<b>TOTAL</b>		<b>\$585</b>
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Total Contribution	Amount
Curriculum Contributions	\$215.00
Other Contributions	\$585.00
<b>Total Contributions</b>	<b>\$ 800.00</b>

### Financial Support for Families

The school understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund – contact the office for eligibility
- State Schools Relief – contact the office for eligibility
- second hand school clothing.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact our Business Manager, Racheal Oster, on Ph: 03 9570 4808 Email: [racheal.oster@education.vic.gov.au](mailto:racheal.oster@education.vic.gov.au)

### Payment Methods

Parent payments are requested by 31 January 2024 via Compass; however, payments can also be made by EFTPOS. Please contact the school office for more information.

### 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	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for noncurriculum 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.