

**Wonthaggi Primary School No. 3650**  
**18 Billson Street, (PMB 101) Wonthaggi**  
**Victoria 3995**  
**Phone: 03 5672 1600**  
**Email: [wonthaggi.ps@education.vic.gov.au](mailto:wonthaggi.ps@education.vic.gov.au)**

5<sup>th</sup> November 2021

Dear Parent/Guardian

**2022 Parent Payment Arrangements – Wonthaggi Primary School**

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

Within our school this support has allowed us to purchase art, sport science and English equipment and resources as well as leasing of ICT equipment for students eg. laptops, tablets, desktops, give all students access to Online learning and assessment platforms both onsite and during remote learning, provide all day to day stationary supplies to all students, improve our school buildings, provide swimming & water safety education in our own swimming pool, additional support staff and Step into Prep.

We ask that all families review the following pages that set out the recommended curriculum contributions and notify the school of the contributions, they wish to make for the 2022 school year.

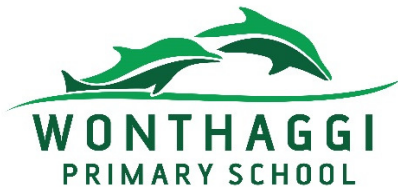
For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Yours sincerely

Wendy Truett-Bradley  
**Principal**

Caroline Moore  
**School Council President**

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
<p><i>Classroom consumables, materials &amp; equipment</i></p> <ul style="list-style-type: none"> <li>• <i>General Classroom Stationary supplied to each student (list of classroom supplies available upon request) includes Library Bag for Foundation students. Eg. pencils, exercise books, scissors</i></li> <li>• <i>Art – paint, crayons, canvas, coloured paper</i></li> <li>• <i>Mathematics – numeracy equipment</i></li> <li>• <i>English – readers/class sets</i></li> <li>• <i>Sports – equipment</i></li> <li>• <i>Printing and photocopying of worksheets and learning materials</i></li> </ul>	\$90
<p><i>Online Subscriptions</i></p> <ul style="list-style-type: none"> <li>• <i>Mathletics</i></li> <li>• <i>Reading Eggs</i></li> <li>• <i>Essential Assessments</i></li> <li>• <i>PAT Maths and Reading</i></li> </ul>	\$40
<p><i>Swimming &amp; Water Safety– includes access to school pool and swimming program</i>            Foundation for Term 4, Grades 1-6 for Terms 1 &amp; 4  <b>CSEF funding can be used for this upon your request</b></p>	\$80
<i>ICT Devices – leasing of devices for shared classroom sets</i>	\$10
<b>TOTAL Curriculum Contributions</b>	<b>\$220</b>
<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<i>Library Maintenance &amp; Enhancement</i>	\$20
<i>School grounds maintenance and improvements</i>	\$20
<i>Student Wellbeing eg. Chaplain, Education support and first aid</i>	\$20
<b>TOTAL Other Contributions</b>	<b>\$60</b>
<b>TOTAL CONTRIBUTIONS</b>	<b>\$280</b>
<b>Tax deductible contributions</b>	
<b>Building fund.</b> <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. Eg, shade for the pool, shade sails, painting – please specify amount you wish to pay</i>	\$



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### Extra-Curricular Items and Activities

Wonthaggi 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**.

Families will be notified well before the activity to allow for families to decide if they would like their child to attend. Examples of these are listed below

Extra-Curricular Items and Activities	Amount
<i>Artist In Residence</i>	To be advised
<i>Class incursions or excursions</i>	To be advised
<i>School Camps for Grades 3-6 - information will be sent out prior to the camp with costings</i>	To be advised

### Financial Support for Families

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

- Camps, Sports and Excursions Fund (CSEF)
- Centrepay
- Individual Payment Plans for Extra-Curricular Items and Activities

*Camps Sports & Excursions Fund (CSEF)* is available for eligible families. Those who received it in 2021 and are still eligible will automatically have their 2022 application processed. An application form is attached for new applications (for newly eligible families or students new to the school).

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

**Georgie Kibble, Business Manager on 5672 1600 or [Georgina.Kibble@education.vic.gov.au](mailto:Georgina.Kibble@education.vic.gov.au)**

### Payment methods

*We offer a range of payment methods to assist our families:*

- EFTPOS available at the office
- Direct Deposit – bank account details are available by calling the office.
- Centrepay instalments – for families who receive Centrelink benefits – an application form is attached.
- Cash/Cheque – please hand directly to an office staff member who will issue you with a receipt. Do not send cash with your child.

For further information on the Department's Parent Payments Policy please see a one-page overview attached or go to <https://www2.education.vic.gov.au/pal/parent-payment/policy>

### Refunds

Please see the School website for our Refund Policy.

# 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.



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## 2022 Parent Payment Arrangements

(Please complete and return in envelope provided)

Parent name & contact number:	
Student's Name:	Student's Name:
Student's Name:	Student's Name:

I would like to make the following contributions to Wonthaggi Primary School	Amount
Curriculum Contributions – eg. \$220/student	\$
Other Contributions – eg. \$60/student	\$
Building Fund (this contribution is Tax Deductible and can be made at the same time as parent payments or other times throughout the year)	\$
<b>TOTAL</b>	

I am eligible for CSEF and wish to use \$ 80 CSEF for the Swimming Program contribution

**Payment Types (Please tick)**

- I would like to set up regular payments via Bank Deposit or Centrepay - please contact me
- Cash/Cheque      Amount Enclosed \$ ..... (please hand cash directly to a member of staff)
- Bank Deposit      Wonthaggi Primary School Official Account - **BSB: 633 000 - Account: 157219536**  
Child's name as reference please
- Credit Card Details      By completing below you are giving Wonthaggi Primary School consent to charge your credit card with the amount specified. If you wish to pay by credit card, please complete details below and place the completed form in a SEALED envelope to maintain your credit card security. Your receipt will be sent home once the payment has been processed.

I wish to make a payment of \$ ..... using my Credit Card – details as follows:-

Name on Credit card .....      Expiry date ..... / .....      CCV .....

Mastercard /Visa Card number ..... / ..... / ..... / .....

Signed by the cardholder: .....