



# Puckapunyal Primary School

Alamein Road  
Puckapunyal Vic, 3662  
Principal: Kevin Warne  
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12<sup>th</sup> September 2023

Dear parent/guardian,

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

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's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

The environment and resources that we enjoy today represent the contributions made by our parent/carer community over many years. These contributions make a significant difference to the quality of our programs. This financial support ensures that we can continue to provide the excellent range of facilities and resources for your children. Your support will continue to enable us to provide Book Packs, Art materials, Literacy and Numeracy resources and online learning subscriptions for our students.

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

Yours sincerely,

Kevin Warne  
Puckapunyal Primary School

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
<i>Student Stationary</i> <ul style="list-style-type: none"> <li><i>Pens, pencils, textas, glue, scissors, exercise and scrap books, folders etc</i></li> <li><i>Student diary</i></li> </ul>	\$80
<i>Classroom Consumables</i> <ul style="list-style-type: none"> <li><i>Art materials, literacy and numeracy resources, printing and photocopying, cooking provisions, sporting equipment etc</i></li> </ul>	\$80
<i>Digital and online subscriptions for learning</i> <i>eg. Essential Assessments</i>	\$30
<i>ICT Devices – provision an upkeep of school devices and headphones as shared classroom sets</i>	\$20
<i>Curriculum activities and whole school events</i> <i>eg. Incursions, sports carnivals, visiting artists, family fun days</i>	\$10
<b>Total Amount</b>	<b>\$220</b>

<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<i>Hygiene costs and first aid supplies</i>	\$10
<i>Parent communication and student reporting tool (Compass)</i>	\$25
<i>Student wellbeing programs</i>	\$5
<i>School Affiliations – School Sports Victoria and Hume Region</i>	\$5
<i>School grounds maintenance and improvements</i>	\$5
<b>Total Amount</b>	<b>\$50</b>

### **Extra-Curricular Items and Activities**

Puckapunyal 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. Your child's participation in these events will be communicated via Compass as they arise along with any associated costs.

Extra-Curricular Items and Activities	Approximate costs
<i>These are approximate charges and are invoiced at the time of the activity</i>	
Optional excursions	\$30
Optional school camps Years 3-6	\$320-350
Interschool Sports events Years 3-6	\$10
Other optional Year 6 camps and excursions to be scheduled	TBA
<b>Total Extra-curricular Items and Activities</b>	

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- State School Relief (Uniform)

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact the Business Manager or Principal on (03) 5793 1288.

### Total

Category	
Curriculum Contributions	\$
Other Contributions	\$

### Payment methods

Payments can be made via:

**Compass:** Contributions can be made via Compass. An option to pay in increments throughout the year is also available.

**EFTPOS** (at school office or via phone) and **Cash Payments**

#### Direct Deposit

BSB: 833 205  
 Acc: 2071 9738  
 Ref: Family/Student name

### 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.