



No. 1270

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Dear Parent/Guardian,

Buninyong Primary School is looking forward to another great year of teaching and learning and would like to advise you of the school's voluntary financial contributions for 2023.

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 educational experience 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 here today represent the contributions made by our parent/carer community over many years. This financial support ensures that we can continue to provide the excellent range of programs and resources for your children.

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

Yours sincerely,

Bernie Conlan  
Principal

Graeme Benn  
School Council President

# 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 non-curriculum 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.

## SCOTSBURN YEARS 5 & 6

### Curriculum Contributions and Other Contributions 2023

**CURRICULUM CONTRIBUTIONS** support items and activities that help deliver fundamental

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables, materials and equipment	\$ 18.65
Specialist Program consumables, materials and equipment	\$ 75.00
Japanese Day, printing and photocopying of worksheets and learning materials	\$ 44.35
Scotsburn Rotations	\$ 40.00
<b>TOTAL CONTRIBUTION</b>	<b>\$178.00</b>

curriculum or subject learning.

**OTHER CONTRIBUTIONS** support the school's operation and function more generally.

Other Contributions - for non-curriculum items and activities	Suggested Amount
School affiliations (eg: School Sport Victoria, Sovereign Hill)	\$ 10.00
Student wellbeing programs - to support social skills, re-engagement, and intervention programs	\$ 10.00
First aid equipment and supplies	\$ 10.00
School buildings and grounds enhancement projects	\$ 50.00
Compass communications portal	\$ 10.00
School library program	\$ 10.00
<b>TOTAL CONTRIBUTION</b>	<b>\$100.00</b>

<b>TOTAL REQUESTED CONTRIBUTION:</b>	<b>\$278.00</b>
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### **EXTRA-CURRICULAR ITEMS AND ACTIVITIES – provided on a user-pays basis**

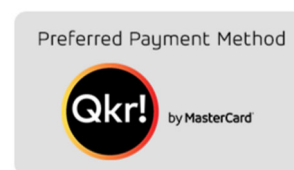
Buninyong Primary School offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the curriculum. These are provided on a user-pays basis throughout the year. The cost of extra-curricular items and activities will be advised throughout the year.

Extra-Curricular Items and Activities	Approximate Amount
Optional year-level excursions/incursions to be scheduled	\$5-\$25 per event
Optional Years Prep/1/2 Sleepover	\$18
Optional Years 3/4 'Story of Buninyong'	\$45
Optional Years 3/4 Camp	\$280-\$330
Optional Years 5/6 Camp	\$380-\$430
Optional School Magazine	\$15

**\*Please note that additional charges may arise during the year and optional fundraising activities are not listed.**

## Payment methods

- Our preferred payment method is through the Qkr app. Information on how to get started with Qkr is attached; for assistance, please contact the school office on 5341 3560.
- An EFTPOS facility is available at the Buninyong campus office, where you can use your debit or credit card (sorry - we don't accept American Express).
- Credit card payments may also be made over the phone or in writing.
- Cash payments are accepted at the Buninyong campus office; however, we urge parents to deliver cash themselves rather than sending it with their child.
- With your written authorisation, family account credits can be used as payment. CSEF funds can only be used as payment for eligible camps and excursions or similar activities.



## Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- Payment Plans for certain extra-curricular items and activities only (eg: higher-cost camps)
- Centrepay
- State Schools' Relief

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

Trudy Coles, Business Manager

Ph: 03 5341 3560 | Email: [trudy.coles@education.vic.gov.au](mailto:trudy.coles@education.vic.gov.au)

Narelle Sullivan, Assistant Principal, Welfare

Ph: 03 5341 3560 | Email: [narelle.sullivan@education.vic.gov.au](mailto:narelle.sullivan@education.vic.gov.au)

## Refunds

Parent requests for refunds for extra-curricular items/activities 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 2023 - SCOTSBURN YEARS 5 & 6**

**Please return this page to the office.**

Please note that **a separate parent payment form must be completed for each child for their year level in 2023**

**Total**

Classroom consumables, materials and equipment	\$ 18.65
Specialist Program consumables, materials and equipment	\$ 75.00
Japanese Day, printing and photocopying of worksheets and learning materials	\$ 44.35
Scotsburn Rotations	\$ 40.00
Other Contributions	\$100.00
<b>TOTAL REQUESTED CONTRIBUTIONS (non-tax deductible)</b>	<b>\$278.00</b>

**Payment Methods**

Student name:

Year level 2023:

I HAVE PAID VIA QKR

PLEASE USE MY EXISTING CREDIT AMOUNT OF \$ \_\_\_\_\_ TO OFFSET MY PAYMENT/S

PAYING AT THE OFFICE

CREDIT CARD PAYMENT

Cardholder name (as it appears on the card): \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_ / \_\_\_\_ Security number on back of card: \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_