



**UPWEY SOUTH**  
Primary School

## 2022 Parent Payment Arrangements

Dear Parent/Carer,

Upwey South Primary School is looking forward to another great year of teaching and learning, and are advising you of our 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 in advance for your continuing support of our school community, whether that's through making prompt payments, through getting involved with fundraising, or through volunteering your time and ideas.

As a School Council, we acknowledge that the financial support we receive from families across our school community is what makes our school such a great place to belong. It is this partnership between the school and our families that underpins our Guiding Principles and School Values.

We acknowledge that the past eighteen months has at times been challenging for families who live within metropolitan Melbourne. However, we also acknowledge that through these times our school community have once again come together to support each other.

Your unwavering support has made a huge difference to our school community, and motivates us to continue to strive forward with the ongoing development of the curriculum programs we offer our students.

Through the bulk buying of consumable items, Upwey South Primary School is able to make every effort to keep the cost of items that need to be purchased to a minimum, and make these items affordable for all families.

These consumables and educational items are accessed by each student for the academic year.

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

Yours sincerely,

**Damien Kitch**  
Principal

**Todd Pryse**  
School Council President

# Payment Methods

## Compass Manager

This is our preferred method of payment.

## EFT and Cash Payments

EFT payment facilities available at the school office. Please have the correct money if paying cash, as the school will not be holding cash on the premises. Receipts will be provided on request.

## Alternative Payment Options

Alternative payment options are available through the school, and parents are encouraged to make an appointment with the Business Manager to discuss circumstances and available options.

***We would appreciate payment of all student contributions by Monday 13<sup>th</sup> December 2021.***

For those families who have not paid by the above date, we ask that you pay prior to Monday 31st January 2022 (first day of Term One, 2022).

## Accessing Support Services

If you would like to discuss alternative payment arrangements, or hold a confidential discussion about accessing support services, such as Camps, Sports and Excursions Fund, or State Schools Relief.

Please make confidential contact with:

**Paula Lee- School Business Manager**      [paula.lee@education.vic.gov.au](mailto:paula.lee@education.vic.gov.au) or 9757 0200

# 2022 Payment Amounts

Category*	
Curriculum Contributions (per student)	Foundation- Year Two <b>\$220.00</b>
	Year Three- Year Six <b>\$200.00</b>
Other Contributions (per family)	<b>\$150.00</b>
Extra-Curricular Items and Activities	<i>To be advised per event</i>

*\*Details are provided over page*

# Refunds

Please refer to Upwey South Primary School's Refund Policy: [Refund Policy](#)

## Foundation- Year Two Students

*Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Classroom consumables, materials &amp; equipment-</b> includes consumables utilised across the curriculum <ul style="list-style-type: none"> <li>Arts – items such as paint, crayons, canvas, glitter, coloured paper</li> <li>Mathematics – items such as numeracy blocks, concrete aides</li> <li>English – items such as book boxes and readers</li> </ul>	\$68.13
<b>Student Stationary Pack-</b> consumables and materials for individual consumption	\$88.20
<b>Online Subscriptions-</b> to support classroom learning <ul style="list-style-type: none"> <li>Mathletics- \$ 28.26</li> <li>Reading Eggs- \$21.91</li> </ul>	\$50.17
<b>MultiLit Program-</b> printing and photocopying of learning materials	\$13.50
<b>Total Amount</b>	<b>\$220.00</b>

**\*These curriculum related items will be provided to the student (within their classroom) at the commencement of the 2022 school year.**

Other Contributions - for non-curriculum items and activities	Amount
<b>School Master Plan Community Consultation Outcomes</b> A voluntary donation amount is requested from each family to support the school in achieving the goals outlined in the document “School Master Plan Community Consultation Outcomes”.  <i>This document is attached to the final pages of this letter.</i>	<b>\$150.00</b>

### Extra-Curricular Items and Activities

Upwey South 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.

Extra-Curricular Items and Activities	Amount
Items include such events as swimming, school photos, excursions/incursions, school-wide events and so forth.  You will receive notification and have the opportunity to participate in these events as they arise throughout the year.	Payments to be advised per event

## Year Three- Year Six Students

*Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Classroom consumables, materials &amp; equipment-</b> includes consumables utilised across the curriculum <ul style="list-style-type: none"> <li>Arts – items such as paint, crayons, canvas, glitter, coloured paper</li> <li>Mathematics – items such as protractors, multi-sided dice sets, scales</li> <li>English – items such as book boxes and readers</li> </ul>	\$78.24
<b>Student Stationary Pack-</b> consumables and materials for individual consumption	\$80.00
<b>Online Subscriptions-</b> to support classroom learning <ul style="list-style-type: none"> <li>Mathletics- \$ 28.26</li> </ul>	\$28.26
<b>MultiLit Program-</b> printing and photocopying of learning materials	\$13.50
<b>Total Amount</b>	<b>\$200.00</b>

**\*These curriculum related items will be provided to the student (within their classroom) at the commencement of the 2022 school year.**

Other Contributions - for non-curriculum items and activities	Amount
<b>School Master Plan Community Consultation Outcomes</b> A voluntary donation amount is requested from each family to support the school in achieving the goals outlined in the document “School Master Plan Community Consultation Outcomes”.  <i>This document is attached to the final pages of this letter.</i>	<b>\$150.00</b>

### Extra-Curricular Items and Activities

Upwey South 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.

Extra-Curricular Items and Activities	Amount
Items include such events as swimming, school photos, excursions/incursions, school-wide events and so forth.  You will receive notification and have the opportunity to participate in these events as they arise throughout the year.	Payments to be advised per event

**UPWEY SOUTH**  
Primary School

## School Master Plan Community Consultation Outcomes

*The following projects/developments were identified as priorities through a community consultation process, finalised in December 2020.*

*It is envisaged that through voluntary contributions, the groundwork/completion for each of these projects/developments be achieved in 2022.*

### **Outdoor Learning Space**

The development of an Outdoor Learning Space, incorporating multi-purpose outdoor seating and natural landscaping (large rocks, indigenous planting). In conjunction with DET Inclusive Schools Funding, this will provide a purpose designed space for outdoor learning as well as additional seating for students and the community.

### **Indigenous Reconciliation and Welcome Space**

The development of an Indigenous Reconciliation and Welcome Space at the Morris Road entry to the school, encompassing student murals, improved native landscaping and seated reflection areas.

### **Arts Hub and Library Development**

The development of an Arts Hub, encompassing the relocation of Performing Arts and Digital Arts into the current Library space, adjoining the current Visual Arts room, with relocation of the library to the current Performing Arts and Computer Lab. This would allow for enhancements to the Performing Arts space over time (mirrors, dance floor), easy access to the green room for digital integration, and capacity for all individual instrument tuition to be housed within the same space.

### **Outdoor Recreational Running Track**

The installation of a running track around the school oval, to enhance the provisions for students who attend Running Club, and those who represent the school at cross country running events. Pre-Covid attendance at weekly Running Club was averaging ~15% of our student population.

### **Undercover Bike Storage**

The conversion of the chicken coup adjacent to the OSHC building into an undercover bike storage area. This will allow for the gardens behind the OSHC building to be increasingly used in a meaningful and sustainable manner.

# 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.