

2024 PARENT PAYMENTS ARRANGEMENTS

30th October 2023

Dear Parents/Carers,

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 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.

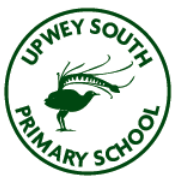
We thank you in advance for your continuing support of our school community, whether that's through making prompt payments, through getting involved with fundraising, or through volunteering your time and ideas.

Our School Council is proud of the excellent quality of our facilities and learning resources available for our students. 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.

The environment and resources that we enjoy today represent the contributions made by our parents/carers over the many years. It is this partnership between the school and our families that underpins our Guiding Principles and School Values. Your financial support ensures that we can continue to provide an excellent range of facilities and resources for our students.

In 2023 (this academic year), financial contributions from families allowed us to:

- Provide high quality programs and specific subject materials and equipment for English, Mathematics, Science, Art, Music, Languages, Inquiry, and Physical Education/Health
- Maintain and develop the school grounds
- Provide our students with a new expansive Performing Arts space
- Install an outdoor stage and seating to hold community events
- Build an outdoor learning classroom which is utilised by students and staff
- Undertake a Library upgrade, inclusive of updated stocking of books and learning materials
- Provide a high-quality Wellbeing Program, inclusive of a School Counsellor on-site three days per week
- Resource our school's Tutoring Program beyond that of Department allocations, promoting continued academic growth for our students



- Expand class sets of books for students to develop their reading skills
- Purchase additional hands-on maths equipment for teaching and learning
- Facilitate Literacy and Mathematics online digital subscriptions
- Provide a range of sporting equipment and affiliations to School Sport Victoria, expanding opportunities for our students beyond the classroom
- Arrange for student and class bulk supplies to be available for all classes
- Offer effective first aid for all students, which is supported by Level 2 Training for all staff
- Expand extra-curricular opportunities for students across all levels.

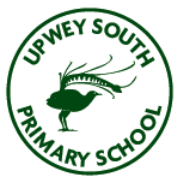
We look forward to 2024, and as a School Council we are once again committed to providing the best possible educational outcomes for the students of Upwey South Primary School.

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

Yours sincerely,

Damien Kitch
Principal

Rachel Morrissey
School Council President

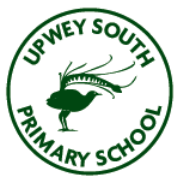


Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Foundation	
Classroom consumables, materials & equipment <ul style="list-style-type: none"> General Classroom materials and equipment – shared classroom stationery, paper, posters/charts \$108.30 Mathematics – numeracy blocks, number sheets, pattern making materials \$10.00 English – workbooks, book boxes, specialty writing papers \$10.00 Visual Art – paint, crayons, canvas, glitter, coloured paper \$15.00 Performing Arts – song sheets, scripts, costumes \$6.00 Sports – equipment \$10.00 	\$159.30
Online subscriptions <ul style="list-style-type: none"> Reading Eggs \$24.50 Essential Assessment - My Literacy & My Learning \$16.50 MultiLit e-library \$7.00 Mathseeds \$37.00 	\$85.00
ICT devices – provision of devices from the shared classroom sets	\$35.00
Printing and photocopying of worksheets and learning materials	\$15.00
Total Curriculum Contributions	\$294.30

Other Contributions - for non-curriculum items and activities	Amount
School Sports Victoria affiliation	\$1.70
Parent communication tool – Compass Education	\$19.00
First aid and hygiene costs	\$5.00
School grounds maintenance and improvements	\$50.00
Total Other Contributions	\$75.70

Total

Year Foundation	Totals
Curriculum Contributions	\$294.30
Other Contributions	\$75.70
Total	\$370.00

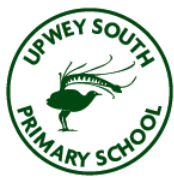


Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Junior School Year 1 – Year 2</i>	
Classroom consumables, materials & equipment <ul style="list-style-type: none"> • General Classroom materials and equipment – shared classroom stationery, paper, posters/charts \$130.30 • Mathematics – numeracy blocks, number sheets, pattern making materials \$10.00 • English – workbooks, book boxes, specialty writing papers \$10.00 • Science – chemicals, materials, robotic equipment \$15.00 • Visual Art – paint, crayons, canvas, glitter, coloured paper \$15.00 • Performing Arts – song sheets, scripts, costumes \$6.00 • Sports – equipment \$10.00 	\$196.30
Online subscriptions <ul style="list-style-type: none"> • Reading Eggs \$24.50 • Essential Assessment - My Literacy & My Learning \$16.50 • MultiLit e-library \$7.00 	\$48.00
ICT devices – provision of devices from the shared classroom sets	\$35.00
Printing and photocopying of worksheets and learning materials	\$15.00
Total Curriculum Contributions	\$294.30

Other Contributions - for non-curriculum items and activities	Amount
School Sports Victoria affiliation	\$1.70
Parent communication tool – Compass Education	\$19.00
First aid and hygiene costs	\$5.00
School grounds maintenance and improvements	\$50.00
Total Other Contributions	\$75.70

Total

Junior School Year 1 - Year 2	Totals
Curriculum Contributions	\$294.30
Other Contributions	\$75.70
Total	\$370.00

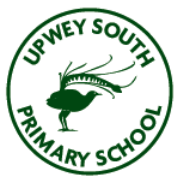


Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Middle School Year 3 – Year 4	
<i>Classroom consumables, materials & equipment</i> <ul style="list-style-type: none"> • General Classroom materials and equipment – shared classroom stationery, paper, posters/charts \$132.96 • Student Diary \$9.84 • Mathematics – numeracy blocks, number sheets, pattern making materials \$10.00 • English – workbooks, book boxes, specialty writing papers \$10.00 • Science – chemicals, materials, robotic equipment \$15.00 • Visual Art – paint, crayons, canvas, glitter, coloured paper \$15.00 • Performing Arts – song sheets, scripts, costumes \$10.00 • Sports – equipment \$10.00 	\$212.80
<i>Online subscriptions</i> <ul style="list-style-type: none"> • Essential Assessment - My Literacy & My Learning \$16.50 	\$16.50
ICT devices – provision of devices from the shared classroom sets	\$50.00
Printing and photocopying of worksheets and learning materials	\$15.00
Total Curriculum Contributions	\$294.30

Other Contributions - for non-curriculum items and activities	Amount
School Sports Victoria affiliation	\$1.70
Parent communication tool – Compass Education	\$19.00
First aid and hygiene costs	\$5.00
School grounds maintenance and improvements	\$50.00
Total Other Contributions	\$75.70

Total

Middle School Year 3 – Year 4	Totals
Curriculum Contributions	\$294.30
Other Contributions	\$75.70
Total	\$370.00

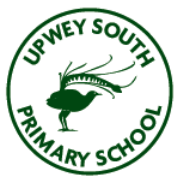


Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Senior School Year 5 – Year 6	
Classroom consumables, materials & equipment <ul style="list-style-type: none"> General Classroom materials and equipment – shared classroom stationery, paper, posters/charts \$95.96 Student Diary \$9.84 Mathematics – numeracy blocks, number sheets, pattern making materials \$10.00 English – workbooks, book boxes, specialty writing papers \$10.00 Science – chemicals, materials, robotic equipment \$15.00 Visual Art – paint, crayons, canvas, glitter, coloured paper \$15.00 Performing Arts – song sheets, scripts, costumes \$10.00 Sports – equipment \$10.00 	\$175.80
Online subscriptions <ul style="list-style-type: none"> Essential Assessment - My Literacy & My Learning \$16.50 Mathletics \$37.00 	\$53.50
ICT devices – provision of devices from the shared classroom sets	\$50.00
Printing and photocopying of worksheets and learning materials	\$15.00
Total Curriculum Contributions	\$294.30

Other Contributions - for non-curriculum items and activities	Amount
School Sports Victoria affiliation	\$1.70
Parent communication tool – Compass Education	\$19.00
First aid and hygiene costs	\$5.00
School grounds maintenance and improvements	\$50.00
Total Other Contributions	\$75.70

Total

Senior School Year 5 – Year 6	Totals
Curriculum Contributions	\$294.30
Other Contributions	\$75.70
Total	\$370.00



Extra-Curricular Items and Activities – provided on a user-pays basis

Upwey South 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. Parents/Guardians will be invited to access these activities and items on a user-pays basis throughout the 2024 school year. These extra-curricular items and activities include swimming lessons, school photos, excursions/incursions, graduations, and Year 3 -6 Student Agency electives.

Please be aware that in 2024, the Year 3-6 Student Agency Electives will move to a user-pays basis with costs being applied which are individually applicable for each subject area.

Financial Support for Families

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

- **the Camps, Sports and Excursions Fund**
CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. If you hold a valid means-tested concession card or are a temporary foster parents, you may be eligible for CSEF. The allowance will be paid to the school for use towards expenses relating to camps, excursions and sporting activities for the benefit of your child. CSEF cannot be used for Curriculum Contributions, Graduation or Other Contributions. The annual CSEF per student will be \$125.00 for primary school students. Applications will be made available via our newsletter and website.
- **State Schools Relief (SSR)**
Foundation student eligible for CSEF will receive a uniform package mid-year via State Schools relief. New uniform and shoes may be available for families experiencing hardship, please speak to the Business Manager or Principal.
- **Second-hand School Uniform**
Good condition second-hand uniform may be donated to our school to support our families. The Parent Association, volunteer parents will sell the donated good quality second-hand uniform from our 2nd hand uniform shop located opposite the school office on Thursday afternoon 3.15pm – 3.45pm, dates and times will be published in our newsletters.
- **Other financial support options for families**
Upwey South Primary School has established partnerships with welfare and support agencies to assist our families.

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

Business Manager- Janet Young Ph: 03 9757 0200 | Email: janet.young@education.vic.gov.au

Payment methods

Our preferred method of payment is via the Compass app. Payments may be made by EFTPOS or cash (exact monies are required, we do not hold change) at the school office. All classroom consumables, materials and equipment will be delivered directly to your child's 2024 classroom, ready for the beginning of the 2024 school year.

Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refer to Upwey South Primary School's [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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- 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.