



13/02/2024

Dear Parent/Guardian,

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

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 for our students. We want to thank you all for 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.

Please find below Congupna Primary Schools voluntary financial contributions schedule for 2024, which includes an overview of what your contributions will fund. For further information on the Department's Parent Payments Policy please see the one-page overview attached on Page 4.

Yours sincerely,

Adam Cleary

Adam Cleary

Principal

Timothy Bye

Timothy Bye

School Council President

We are **KIND** We are **BRAVE** We are **CURIOUS**

Email: congupna.ps@education.vic.gov.au • Phone: (03) 58 299 286 • Web: www.congupnaps.vic.edu.au

CONGUPNA PRIMARY SCHOOL

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><i>Classroom consumables, materials & equipment</i></p> <ul style="list-style-type: none"> • <i>Student stationery – glue sticks, display books, coloured pencils, erasers, exercise books, project books, scrap books, HB pencils, whiteboard markers, scissors, rulers etc.</i> • <i>Consumables including craft paper, paints, brushes, cardboard, glitter, coloured paper, craft materials</i> <p><i>Online Subscriptions</i></p> <ul style="list-style-type: none"> • <i>Essential Assessment</i> • <i>Reading Eggs</i> • <i>Seesaw</i> <p><i>Printing and photocopying of worksheets and learning materials</i></p> <p><i>Specialist Programs:</i></p> <ul style="list-style-type: none"> • <i>MACC Van (Art)</i> • <i>MARC Van (Library)</i> 	\$180.00
Total Amount	\$180.00

Extra-Curricular Items and Activities

Congupna 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. Information will be sent home via the newsletter, SeeSaw and student permission notes in regards to these. These prices will be advised to parents as soon as they become available and payment for these are required at the time of request and before the event.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
<i>Optional Camps for Grades 3 to 6</i>	To be advised	
<i>Optional Swimming Program</i>	To be advised	
<i>Optional Excursions and activities throughout the year</i>	To be advised	
Total Extra-curricular Items and Activities		To be advised

Financial Support for Families

Congupna 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) for eligible families
- The school offers an 'at cost' uniform shop;
- A second-hand uniform supply;
- State Schools Relief for eligible families

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Adam Cleary (Principal) or Julie Hunter (Business Manager) on 5829 9286 or email congupna.ps@education.vic.gov.

Total

Category

Curriculum Contributions	\$180.00
Extra-Curricular Items and Activities	\$ To be advised

Payment Options

At Congupna Primary School there are a number of payment options available:

- Payment in full by **1st March, 2024**;
- Regular instalments with full payment to be received as arranged with the school.
- Centrepay instalments by request.

Payment Methods

We offer a variety of payment methods to assist our families:

- Direct Deposit ~ please provide a description for payment. Bank details are BSB: 063527 Account: 10145385
This information is also on your Family Statement
- BPAY ~ your individual reference number is on your Family Statement
- EFTPOS or Cash
- Centrepay instalments by request

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.