



**Parkwood Green Primary School** No. 5480  
p 03 9449 3600 f 03 9449 1500  
e [parkwood.green.ps@edumail.vic.gov.au](mailto:parkwood.green.ps@edumail.vic.gov.au)  
Cnr Gourlay Rd & Community Hub HILLSIDE VIC 3037  
ABN: 65 034 128 359

# PARENT PAYMENT ARRANGEMENT

## FOUNDATION - 2023

Dear Parent/Carer,

Parkwood Green Primary School is looking forward to another great year of teaching and learning. We endeavour to continue the outstanding learning programs and resources offered to our students. To support this vision, we would like to advise you of our voluntary financial contributions for 2023.

Schools provide students with free instruction to fulfil standard Victorian Curriculum and we want to assure you that all contributions are voluntary. The ongoing support of our families ensures that our school can offer quality educational opportunities to further enrich the learning and teaching programs for students.

The environment and resources that we enjoy today represent the contributions made by our families over many years. Voluntary 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 in previous years has allowed us to:

- Provide subject specific materials, equipment and resources for English, Mathematics, Science, Visual Arts, Performing Arts, Inquiry, Language and Physical Education
- Maintain our school grounds with play equipment, play areas, trees and build our Indigenous Garden
- Update our library resources
- Maintain and upgrade our ICT devices and resources
- Develop STEM resources with Sphero's, Makedo's and Bee Bot robots
- Provide students with a range of Literacy and Numeracy digital and online subscriptions
- Provide effective first aid treatment
- Provide a comprehensive Wellbeing program that supports the school community
- Offer a variety of lunch time clubs

Volunteers and fundraising events also assist our school and the programs we can offer. We sincerely thank our school community for all their contributions.

### Financial Support for Families

Parkwood Green 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 Schools Relief

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

Debbie Franksen – Business Manager

Ph: 03 9449 3600 | Email: [deborah.franksen@education.vic.gov.au](mailto:deborah.franksen@education.vic.gov.au)



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### Payment Methods

All parents/carers will be given the option to pay in instalments.

To further assist parents with payments, four options have been developed:

- A. Full Amount – via Compass
- B. Instalments via Compass or paid at Office (credit or debit card, cash or cheque)
- C. Payment Plans can be organised through Compass
- D. Alternative payment arrangements - please call office to discuss other available options

### 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](#) or the [Financial Help for Families Policy](#). School Council has the responsibility to ensure there is a fair and equitable refund system in place following payment for Camps/Excursions/Incursions and to ensure parents provide information to the school in a timely manner.

The DET Student Resource Package (SRP) helps meet staff salaries and most operational costs, it does not cover contingencies, Enriched Learning Programs and planned improvements within the school. Voluntary parent financial contributions help bridge the gap between DET SRP and budgeted annual expenditures.

(Reference <https://www.education.vic.gov.au/parents/going-to-school/Pages/find-school-funding.aspx>)

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

Yours sincerely,

Bobby Kotevski  
Principal

Jocelyn Brabin  
School Council President



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## CONTRIBUTION SCHEDULE FOUNDATION

<b>Curriculum Contributions</b> – items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Foundation Classroom Consumables, Materials &amp; Equipment</b> <ul style="list-style-type: none"> <li>• Mathematics - numeracy blocks, matchsticks, popsicle sticks, string, tape measures, counters, money sets</li> <li>• English - book boxes</li> <li>• Inquiry - bi-carb soda, flour, paper cups, salt, straws, pipe cleaners, balloons, rubber gloves</li> <li>• Science - batteries, chemicals, food, torches, paper towel</li> <li>• Sports and Health - equipment</li> <li>• Performing Arts/Italian – replace or repair instruments</li> <li>• Art - paint, crayons, canvas, glitter, coloured paper, clay, kiln use</li> <li>• Library resources</li> </ul>	\$75
<b>Foundation Educational Software and Online Subscriptions</b> <ul style="list-style-type: none"> <li>• Mathletics</li> <li>• Seesaw</li> <li>• Sunshine Online</li> <li>• Concord Library System</li> </ul>	\$30
<b>Foundation ICT Devices</b> Contribution to the provision and maintenance of classroom sets of iPads, licence of Meraki iPad management software, headphones and charging station/cables	\$20
<b>Other Contributions</b> – for non-curriculum items and activities	Amount
Student wellbeing program	\$10
Hygiene and first aid equipment	\$10
School grounds maintenance and improvements	\$30
<b>Total Amount</b>	<b>\$175</b>

# 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.