



24 November, 2023

Dear parent/guardian,

Hurstbridge Primary School is looking forward to another great year of teaching and learning and would like to advise you of Hurstbridge Primary School 's 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 and support for our students. We want to thank you for all your support, whether that is through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school, this support has allowed us to offer a wide offering of subjects and special curriculum experiences; enhanced digital learning opportunities; many other experiences we would otherwise not be able to offer.

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

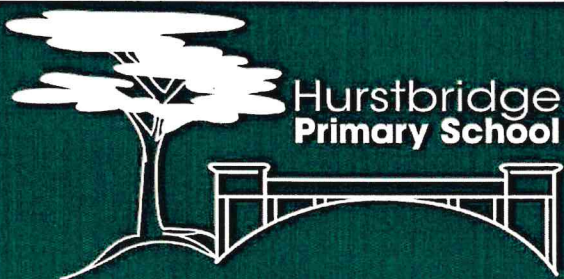
Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Kate Hodgson', is written over a white rectangular area.

**Kate Hodgson**  
Acting Principal

A handwritten signature in blue ink, appearing to read 'Narelle Bozinis', is written over a white rectangular area.

**Narelle Bozinis**  
School Council President



Curriculum Contributions - items and activities that students use, or participate in, to access the curriculum	Suggested Amount
<p>Year 5 - 6 classroom consumables, materials &amp; equipment</p> <ul style="list-style-type: none"> <li>• Home reading journal, exercise books, project books, display books, writing book, scrap books, eraser, pencil sharpener, glue sticks, grey/red lead pencils, document wallets, premium coloured paper, book boxes, numeracy equipment, cover paper, highlighters, textas, scissors, connector pens</li> <li>• Sports – equipment</li> <li>• Art supplies – glitter, glue, clay, craft materials, coloured paper, paint acrylic and watercolour, coloured pencils</li> </ul> <p><b>These are initial requirements that are replenished during the year as required.</b></p>	\$185.00
<p>Year 5 - 6 online subscriptions</p> <ul style="list-style-type: none"> <li>• Athletics (\$25)</li> <li>• Pat Online – No Charge</li> <li>• Mappen (\$20)</li> <li>• Essential Assessment (\$15)</li> </ul>	\$60.00
Year 5 - 6 printing and photocopying of learning materials	\$45.00
ICT Devices – This component contributes to the costs of technology in the school – purchase and maintenance of hardware, digital learning devices, and provision of devices from the shared classroom sets	\$100.00
<b>Total Curriculum Contributions</b>	<b>\$390.00</b>
Other Contributions - for non-curriculum items and activities	Suggested Amount
School Sports Victoria membership	\$5.00
Diamond Valley Primary School Sports Association	\$5.00
First aid and hygiene costs (hand sanitizers, tissues, sanitary supplies)	\$20.00
Student and parent communication (Compass)	\$45.00
School grounds maintenance and improvements	\$20.00

**Total Other Contributions**

**\$95.00**

Tax Deductible Contributions	Suggested Amount
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$60.00
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$60.00
<b>Total Other Contributions</b>	<b>\$120.00</b>

### Educational items for students to own

If parents or caregivers choose to purchase materials themselves, this should be done according to the stationery list (supplied) as items must meet the specifications and policies of the school. The school receives a very competitive price as we buy in bulk and distribute, as required, throughout the year. We have found that this method is beneficial to your child. There may also be certain items that due to their nature may only be provided by the school.

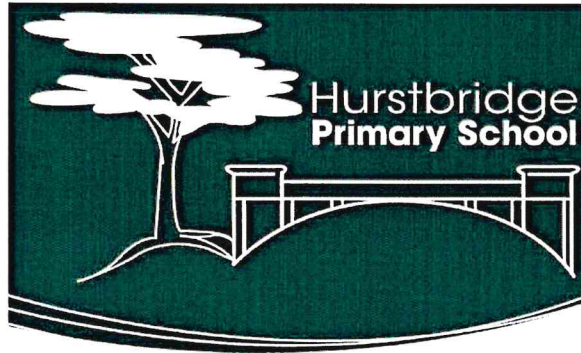
You can obtain a list of stationery supplies required for your child from the office at any time. Should you choose to purchase your own items, you are welcome to purchase through our school supplier directly: [www.maximofficegroup.com.au](http://www.maximofficegroup.com.au) or at any other stationery supplier.

Please note, if you choose this option, you may be required to replenish supplies throughout the year as required.

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

Hurstbridge 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.

Extra-Curricular Items and Activities	Amount	Purchase
Optional Year 5 - 6 incursions/excursions to be scheduled in 2024  You will be advised of the potential cost as they are planned.	\$ TBA	
<b>Total Extra-curricular Items and Activities</b>		<b>\$TBA</b>



### Financial Support for Families

Hurstbridge 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 (SSR)
- Second hand uniform supplies
- Payment plans for Extra-Curricular Items and Activities

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

**Chris Tatnall** Ph: 03 9718 2386 | Email: [Chris.Tatnall@education.vic.gov.au](mailto:Chris.Tatnall@education.vic.gov.au)

### Totals

Category	Suggested amount	Or nominated amount:
Curriculum Contributions	\$390.00	\$
Other Contributions	\$95.00	\$
Tax Deductible Contributions	\$120.00	\$
<b>Total</b>	<b>\$605.00</b>	<b>\$</b>
Extra-Curricular Items and Activities	\$ TBA	\$

### Payment methods

We accept payment via Compass Pay, Eftpos, Direct Payment through your bank account, Bpay or Cash.

Compass is our online communications tool. It is available to the community for all communications as well as payments.

### Refunds

All refund requests need to be directed to the Principal and are at the discretion of the school. All refunds are made on a case by case basis. A request for refund does not automatically mean a full refund of monies will be paid. Refunds may be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the

Hurstbridge  
Primary School



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.