

## PARENT PAYMENT ARRANGEMENTS

Dear families

Berwick Fields Primary School is looking forward to another great year of teaching and learning and would like to advise you of our 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 Berwick Fields Primary School can offer the best possible education and support for our students.

Berwick Fields makes every effort to keep the cost of items and activities to a minimum and affordable for all parents. Our School Council has given careful consideration when preparing the annual budget to provide resources for educational programs, student stationery items, ICT resources for students, maintaining our school's facilities and to improving equipment and grounds.

Please find below the parent payment arrangements for 2024. More information about each section is detailed on the attached pages. For further information on the Department's Parent Payments Policy please see our school [website](#).

Parents payments can be made from Tuesday 31<sup>st</sup> October 2023 using the payment methods detailed below. Payments made by **Monday 29<sup>th</sup> January 2024** will see that your child's individual stationery items are delivered directly to their grade on the first day of learning and will assist a smooth start to the school year for all students.

Suggested parent payment contributions	
Curriculum Contributions	\$230.00 (\$240 Prep or new students)
Other Contributions	\$15.00
Tax Deductible Contributions	\$20.00
<b>Total</b>	<b>\$265.00</b> <b>(\$275 for Prep or new students)</b>

*A detailed breakdown of costs is outlined at the end of this document.*

Yours sincerely,



**Cate McKenzie**  
Principal



**Aasha Savage**  
School Council President

**EXTRA-CURRICULAR ITEMS AND ACTIVITIES**

## EXTRA-CURRICULAR ITEMS AND ACTIVITIES

Berwick Fields Primary School offers a range of items and activities that enhance and broaden the schooling experience for students and are additional to the delivery of the standard Curriculum. These extra-curricular activities and events such as camps, excursions and sports activities are offered on a user-pays basis.

These events will be scheduled during 2024. The cost will be advised throughout the year and fees will be payable separately.

## FINANCIAL SUPPORT FOR FAMILIES

Berwick Fields 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) providing payments for eligible students to attend camps, sports and excursions.
- Compass Payment Plans. Regular instalments for nominated contributions can be arranged on Compass at intervals of your choice. Our office staff can assist you to set up your payment plan.
- State Schools Relief (SSR) assisting families who are facing hardship with the cost of new school uniforms, shoes and other curriculum items.

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

Erica Aristotelous | Business Manager

Ph: 03 8786 9988 | Email: [berwick.fields.ps@education.vic.gov.au](mailto:berwick.fields.ps@education.vic.gov.au)

## PAYMENT METHODS

Payments can be made either in person at the school office or by phone. You can make your payments by:

- Cash or **EFTPOS** during office hours (8:15am – 4:00pm),  
OR
- By **BPAY** – The Biller Code and your Reference Number can be found at the bottom of your family statement; or call the office for assistance,  
OR
- via **Compass** at any time (including during the school holiday period).

You may opt to pay in full or select to pay by payment plans.

Our office will be open on **Tuesday 23<sup>rd</sup> and Wednesday 24<sup>th</sup> January 2024 from 9:00 am to 3:30 pm** to assist families with making their payments in person or over the phone. Call us on **03 8786 9988**.

## REFUNDS

Requests for refunds must be made in writing and addressed to the Business Manager. Requests will be considered by the School Principal in consultation with the Business Manager, 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. Not all requests for refunds will be granted. Refunds for activities or items where the school has incurred a non-refundable fixed cost, will not be granted.



## DETAILED BREAKDOWN OF COSTS

Curriculum Contributions	Amount
Items and activities that students use, or participate in, to access the Curriculum	
These contributions directly support a number of important curriculum areas and programs that we offer including:	
<ul style="list-style-type: none"> <li>• Book pack containing student individual books and stationery items specific to each year level</li> <li>• Reading log (Prep – 2) or school specific diary (Grade 3-6)</li> <li>• Class numeracy and literacy resources, including take home readers</li> <li>• Soundwaves Spelling program</li> <li>• KidsROAR/Bully Busting wellbeing programs</li> <li>• Printing and photocopying of learning materials</li> <li>• Student Head Set</li> </ul>	\$156
Student access to online subscriptions	
<ul style="list-style-type: none"> <li>• Mathletics</li> <li>• Online reading resources including ActiveLearn and Sunshine Online</li> <li>• Essential Assessment</li> </ul>	\$22
Specialist Programs	
<ul style="list-style-type: none"> <li>• contribution to equipment and consumables for specialist programs</li> </ul>	\$30
Information and Communications Technology	
<ul style="list-style-type: none"> <li>• software and equipment such as Chromebook and iPad class sets, and headphones, needed to sustain and enhance our ICT program.</li> </ul>	\$22
<b>Sub Total</b>	<b>\$230</b>
*Book Bags for Prep and new students. A once-off purchase which stays with the student and used throughout primary school years.	\$10
<b>Sub Total (Prep or New Students)</b>	<b>\$240</b>
Other Contributions - for non-curriculum items and activities	Amount
A contribution towards school grounds maintenance and improvements to keep the school grounds safe and looking its best	\$15.00
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$20.00
<b>Total Amount (all contributions)</b>	<b>\$265.00</b>
<b>Total Amount (all contributions) Prep or New Students</b>	<b>\$275.00</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

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.