

## Parent Payment Arrangements 2024

20<sup>th</sup> November 2023

Dear Parent/Guardian,

Gembrook Primary School is looking forward to another great year of teaching and learning and would like to advise you of the student voluntary financial contributions for 2024. No payments are expected until 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 from 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, as it has made a huge difference to our school and the programs we can offer.

These contributions consist of:

1. Curriculum Contributions: Stationery, subscriptions, ICT & work sheet photocopying
2. Other contributions: Grounds maintenance and Building Fund.

And opt-in/pay as you go activities and items consisting of:

3. Extra-curricular items or activities: Excursions, incursions, yearbook, swimming (Grades Prep – 6), camps (Grade 2-6), graduation (Grade 6) and interschool sport (Grade 5 & 6).

Within our school the support of our families has allowed us to provide consistent materials for all students, a greater range of learning materials and experiences across all year levels, access to ICT equipment and computer applications, and to maintain and beautify our school grounds. The Building Fund is slowly growing with the purpose of upgrading school infrastructure, it was last used to extend the gym to add storage areas, including a dedicated space for the Human Powered Vehicle program equipment.

Department of Education and Training guidelines now mandate that schools are unable to provide parents with a statement of fees. We ask that you please review the recommended voluntary financial contributions schedule attached for an indication of recommended contributions for your child/ren.

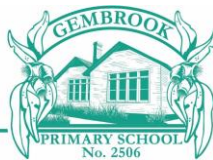
Please complete this form and return to the school by **December 4<sup>th</sup> this year** so that the school can prepare the plan for 2024. **Parents will be notified once payment options for 2024 are available on the Compass school app, payments are not expected this year.**

For further information on the Department's Parent Payments Policy please see the one-page overview attached at the end of this document.

Yours sincerely,

*Kerri Drew*

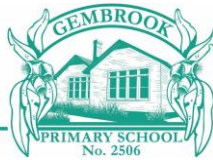
*Acting Principal*



<b>1. Curriculum Contributions</b> – Items and activities that students use or participate in, to access the Curriculum.					<b>Amount</b>
Child's Name: _____	Year Level: _____				\$ _____
Child's Name: _____	Year Level: _____				\$ _____
Child's Name: _____	Year Level: _____				\$ _____
Child's Name: _____	Year Level: _____				\$ _____
Classroom consumables, materials & equipment: The basis for these suggested contributions are attached on pages 5 & 6.					
<b>Year level</b>	Prep	Grade 1 & 2	Grade 3 & 4	Grade 5 & 6	
<b>Cost</b>	\$165	\$122	\$101	\$99	
ICT Devices – use of devices from the shared classroom sets					\$50.00
Printing and photocopying of worksheets and learning materials					\$10.00
<b>Total Amount: curriculum contributions</b>					<b>\$</b>

<b>2. Other Contributions</b> - for non-curriculum items that support the daily operations and objectives of Gembrook Primary School	<b>Amount</b>
School grounds maintenance and improvements	\$50.00
<b>Building fund:</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. (Suggested amount \$50.00)	\$
<b>Total Amount: Other contributions</b>	<b>\$</b>

<b>3. Extra-Curricular Items and Activities</b>
Gembrook 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. These are provided on a user-pays basis. Each event will be released on Compass with the information about the activity and the cost to enable families to consider participation. PAYMENT WILL BE AT THE TIME OF EVENT
<b>Optional Swimming:</b> The program takes place in term 4 and aims to develop water safety, confidence and swimming ability. Payment plans available.
<b>Optional Excursions and incursions to be scheduled:</b> <b>Approximate total cost: \$80</b> Request for participation with an exact cost 2 weeks prior to each event.
<b>Optional Camps:</b>



The Gembrook Camp/Outdoor Education Program endeavours to promote the development of a child's independence and self-reliance skills, in addition to fostering such social skills as co-operation, tolerance, leadership and environmental awareness.

Three Camps are available including the Grade 2, Grade 3 & 4 and Grade 5 & 6 Camps. It is expected that in 2024 camps will range from around \$80 for the Grade 2 camp and up to \$370 for the 3 days/2 night camps for grades 3 – 6. Payment plans will be available.

**Optional Year 5 & 6 Interschool Sports program:**

**Approximate total cost \$160 if your child participates in all events.**

Request for participation with an exact cost 2 weeks prior to each event.

**Optional Grade 6 jacket:** approximate cost \$25 subsidised

**Optional Grade 6 graduation event: Approximate cost \$30.00**

## Total Contributions:

Category:	Amount:
1. Curriculum Contributions	\$
2. Other Contributions	\$
3. Extra-Curricular Items and Activities	\$ PAY AT TIME OF EVENT
<b>Total Amount:</b>	\$

## Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- the State Schools Relief program
- second hand uniform program
- flexible payment options
- deferred payment or extension of payment deadlines by negotiation

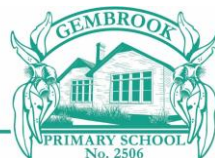
For a confidential discussion about accessing these supports, or if you would like to discuss alternative payment arrangements, contact: Kerri Drew, Acting Principal  
Ph: 03 59681313 | Email: [Kerri-lin.Drew@education.vic.gov.au](mailto:Kerri-lin.Drew@education.vic.gov.au)

## Payment Methods:

The preferred payment method will be via our school app, Compass, where you can select which payments are being made for each child in your family and whether or not you opt into a payment plan. BPay, EFT, Cheque and Cash payments can also be made. No payments are expected until 2024.

## 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.

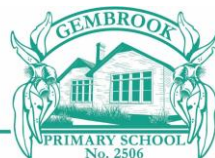


## Prep

		Quantity	Total
<b>Digital learning subscriptions:</b>			
Stepsweb	\$12.47	1	\$12.47
Essential Assessment - My Numeracy	\$10.00	1	\$10.00
iPad apps	\$5.00	1	\$5.00
<b>Stationary Pack:</b>			
Gembrook PS Diary	\$11.15	1	\$11.15
Navy book bag with Gembrook PS logo	\$25.00	1	\$25.00
Scrap book 335x245 100gsm 64 page	\$1.10	5	\$5.50
Scrap book 165x245 100gsm white 64 pages	\$0.84	2	\$1.68
Exercise book A4 24mm dotted thirds 56gsm 48 page	\$0.75	5	\$3.75
Storybook 330x245 1/2plain-1/23 24mm dotted thirds	\$1.40	2	\$2.80
Writing book A4 24mm dotted thirds 64 pages red margin	\$1.21	2	\$2.42
Ruled paper 24mm dotted thirds A4 portrait per sheet	\$0.02	175	\$3.50
Ruled paper 24mm dotted thirds A4 landscape per sheet	\$0.02	110	\$2.20
Insert binder A4 2D 25mm Black	\$3.67	1	\$3.67
Visual art diary (Art)	\$3.26	1	\$3.26
Visual art diary (Language)	\$3.26	1	\$3.26
Simplick wallet - bright	\$0.54	3	\$1.62
Staedtler Jumbo Triangle 2B Pencil	\$0.71	7	\$4.97
Staedtler Noris Club Jumbo Triangle Coloured Pencil 10 pk	\$7.88	2	\$15.76
Educ8 Twistable Crayons 12 pack	\$3.36	5	\$16.80
Staedler Maxi Learner pencils-orange	\$0.76	3	\$2.28
Staedler Maxi Learner pencils-green	\$0.76	3	\$2.28
Scissors	\$0.95	1	\$0.95
Bostik 35gm Glu stick	\$1.78	5	\$8.90
Tissues 2ply bx 100 sheets	\$0.94	2	\$1.88
<b>Art Supplies</b>			
Consumables from bulk purchase Eg paints, coloured paper, card	\$13.50	1	\$13.50
<b>TOTAL</b>			<b>\$164.60</b>

## Grade 1/2

		Quantity	Total
<b>Digital learning subscriptions:</b>			
Stepsweb	\$12.47	1	\$12.47
Essential Assessment My Numeracy	\$10.00	1	\$10.00
iPad apps	\$5.00	1	\$5.00
<b>Stationary Pack:</b>			
Gembrook PS Diary	\$11.15	1	\$11.15
Scrap book 335x245 100gsm 64 page	\$1.10	4	\$4.40
Writing book 335x240 24mm dotted thirds 64 pages	\$1.10	2	\$2.20
Writing book 335x240 18mm dotted thirds 64 pages	\$1.89	2	\$3.78
Storybook 330x245 1/2plain-1/23 24mm dotted thirds	\$1.40	1	\$1.40
Storybook 330x245 1/2plain-1/23 18mm dotted thirds	\$1.89	1	\$1.89
Ruled paper 18mm A4 reem 500	\$2.27	2.5	\$5.68
Insert binder A4 2D 25mm	\$3.67	1	\$3.67
Simplick wallet - bright	\$0.54	2	\$1.08
Visual art diary (Language)	\$3.26	1	\$3.26
Staedler natural triangular HB pencil	\$0.50	5	\$2.50
Texta smart tip markers Pk10	\$4.76	2	\$9.52
Educ8 Twistable Crayons 12 pack	\$3.70	2	\$7.40
Educ8 Coloured pencils Pack of 12	\$1.63	2	\$3.26
Staedler Maxi Learner pencils-orange	\$0.76	3	\$2.28
Staedler Maxi Learner pencils-green	\$0.76	3	\$2.28
Ruler 30cm plastic	\$0.38	1	\$0.38
Bostik 35gm Blu stick	\$1.99	6	\$11.94
Eraser Radius Large	\$0.24	1	\$0.24
Scissors	\$0.95	1	\$0.95
Tissues 2ply bx 100 sheets	\$0.94	2	\$1.88
<b>Art Supplies</b>			
Consumables from bulk purchase Eg paints, coloured paper, card	\$13.50	1	\$13.50
<b>Total</b>			<b>\$122.11</b>



### Grade 3/4

Quantity Total

Digital learning subscriptions:			
Essential Assessment My Numeracy	\$10.00	1	\$10.00
iPad apps	\$5.00	1	\$5.00
Stepsweb	\$12.47	1	\$12.47
Stationary Pack:			
Gembrook PS Diary	\$11.15	1	\$11.15
Scrap book 335x245 100gsm 64 page	\$1.10	3	\$3.30
A4 Exercise book A4 14mm dotted thirds 56gsm 96 pages	\$1.10	2	\$2.20
Mega story book 14mm dotted thirds & red margin 64 page	\$2.58	1	\$2.58
Reinforced Loose A4 leaf Paper 14mm dotted thirds 50 sheet ream	\$2.77	2	\$5.54
Exercise book A4 10mm grid 48 pages	\$1.09	2	\$2.18
Wonder writer EB6583 Red Margin 10mm 64 pages	\$2.58	2	\$5.16
Insert binder A4 2D 25mm	\$3.67	1	\$3.67
Visual art diary (Language)	\$3.26	1	\$3.26
Simplick wallet - bright	\$0.54	3	\$1.62
Ruler polished wooden	\$0.53	1	\$0.53
Smooove ball point pen blue	\$0.17	2	\$0.34
Staedtler Traditional Hb pencil	\$0.41	6	\$2.46
Crayola/Educ8 Coloured Pencils 12 pack	\$1.63	1	\$1.63
Staedler Maxi Learner pencils-orange	\$0.76	3	\$2.28
Staedler Maxi Learner pencils-green	\$0.76	3	\$2.28
Eraser	\$0.23	2	\$0.46
Sharpener plastic double hole	\$0.23	1	\$0.23
Protractor Micador 180	\$0.25	1	\$0.25
Scissors	\$0.96	1	\$0.96
Bostik 35gm Glu stick	\$1.87	3	\$5.61
Tissues 2ply bx 100 sheets	\$0.94	2	\$1.88
Art Supplies			
Consumables from bulk purchase Eg paints, coloured paper, card	\$13.50	1	\$13.50
TOTAL:			\$100.54

### Grade 5/6

Quantity Total

Digital learning subscriptions:			
Essential Assessment My Numeracy	\$10.00	1	\$10.00
iPad apps	\$5.00	1	\$5.00
Stepsweb	\$12.47	1	\$12.47
Stationary Pack:			
Gembrook PS Diary	\$11.15	1	\$11.15
Exercise book A4 8mm ruled red margin 128 pages	\$1.34	2	\$2.68
Exercise book 225x175 8mm 48 page	\$0.42	2	\$0.84
Exercise book A4 10mm grid book 96 page	\$1.09	1	\$1.09
Educ8 14mm dotted thirds exercise book 48 page	\$0.75	1	\$0.75
A4 loose leaf reinforced paper 8mm ruled - 50 sheet ream	\$1.35	2	\$2.70
Writer premium binderbook A4 8mm ruled 64 page	\$1.34	1	\$1.34
Scrap book 335 x 240mm 48 page	\$1.50	1	\$1.50
Insert Binder A4 D Ring 25mm	\$3.34	1	\$3.34
Simplick wallet - bright	\$0.54	3	\$1.62
Classmaster eraser tipped Hb pencil	\$0.24	16	\$3.84
Visual art diary (Language)	\$3.26	1	\$3.26
Educ8 Music Book 48pge A4 feint & staved	\$0.90	1	\$0.90
Kilometrico ball point pen Blue	\$0.28	2	\$0.56
Kilometrico ball point pen Black	\$0.32	2	\$0.64
Norris club colour pencils 12 pack	\$2.90	2	\$5.80
Highlighter yellow	\$0.85	2	\$1.70
Metal pencil sharpener 1 hole	\$0.38	1	\$0.38
Scissors	\$0.96	1	\$0.96
Eraser Staedler Mars	\$2.47	2	\$4.94
Micador ruler wooden 30cm	\$0.53	1	\$0.53
Protractor Micador 180	\$0.25	1	\$0.25
Bostik Glu Stick 35 gm	\$1.85	1	\$1.85
Staedler Maxi Learner pencils-orange	\$0.76	2	\$1.52
Staedler Maxi Learner pencils-green	\$0.76	2	\$1.52
Tissues 2ply bx 100 sheets	\$0.94	2	\$1.88

### Art Supplies

Consumables from bulk purchase Eg paints, coloured paper, card	\$13.50	1	\$13.50
TOTAL:			\$98.51

# 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.