

Dear parents & carers,

Portland Primary School is looking forward to another great year of teaching and learning and would like to advise you of Portland 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's 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 and rich range of opportunities for our students from Prep through to Grade 6. Parents contributions allow us to ensure we have the most up to date resources for our students, an extensive range of texts & resources, as well as offer many extra-curricular opportunities.

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

Yours sincerely,

Steph Carter  
Principal

Kaylene Belden  
School Council President

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Classroom consumables, materials &amp; equipment</i> <ul style="list-style-type: none"><li>• Art – paint, crayons, canvas, glitter, coloured paper (\$15)</li><li>• Science equipment (\$10)</li><li>• Mathematics – numeracy materials (\$10)</li><li>• English – literacy materials, scrapbooks, pens/pencils etc (\$35)</li><li>• Sports – equipment (\$10)</li><li>• Student Wellbeing - Positive Education Journals (\$20)</li></ul>	\$100
<i>Junior School (Grades P-2) Online Subscriptions</i> <ul style="list-style-type: none"><li>• PEEC (\$25)</li><li>• Zulu iPad Management System (\$9)</li><li>• Class Dojo (\$10)</li></ul>	\$44
<i>Senior School (Grades 3-6) Online Subscriptions</i> <ul style="list-style-type: none"><li>• PEEC (\$25)</li><li>• Zulu iPad Management System (\$9)</li><li>• Class Dojo (\$10)</li></ul>	\$44
<i>ICT Devices – provision of devices from the shared classroom sets &amp; Apps</i>	\$30
<i>Printing and photocopying of worksheets and learning materials</i>	\$20
<b>Other Contributions</b> - for non-curriculum items and activities	Amount
<i>Student wellbeing programs</i>	\$20
<i>School grounds maintenance and improvements</i>	\$20

<b>Total Amount</b>	<b>\$234</b>
---------------------	--------------

### Extra-Curricular Items and Activities

Portland 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.

If you would like to purchase an item or activity for your child, please indicate on the table below and return this to the school by *the end of February 2024*.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
<i>Optional Swimming</i>	TBC in 2024	
<i>Optional Year 3/4 school camp</i>	\$TBC	
<i>Optional Year 5/6 school camp</i>	\$TBC	
<i>Excursion levy (\$5 per term)</i>	\$20	
<b>Total Extra-curricular Items and Activities</b>		<b>\$</b>

### Financial Support for Families

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

- the Camps, Sports, and Excursions Fund

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

Wendy Looker or Steph Carter

Ph: 03 4505 3333 | Email: [portland.ps@education.vic.gov.au](mailto:portland.ps@education.vic.gov.au)

### Payment methods

*Direct Deposit – 063536 10061234 (Please include reference for correct allocation)*

EFTPOS – available at school office.

### 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.*



## 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.