

Keilor Heights Primary School

No. 4877

Dear Parents and Carers,

Keilor Heights Primary School is looking forward to another great year of teaching and learning and would like to advise you of Keilor Heights Primary School's voluntary financial contributions for 2022.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, parent contributions continue to provide an important and critical source of funding which enables us to supply the resources necessary to maximise successful delivery of our learning programs. 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 purchase and maintain items such as:

- Art, craft, cooking and science supplies
- Literacy and classroom libraries
- Computer programmes that support education and communication
- Classroom resources and supplies
- Grounds upkeep
- Library supplies and books
- Art displays and other whole school events

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

Yours sincerely,

Victoria Graham
Principal

Andrew McManus
School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables, materials & equipment <ul style="list-style-type: none"> ● Dictionaries/thesauruses and other class reference books ● Photocopying and printing of student worksheets and learning materials ● Art and craft supplies ● Science and cooking ingredients ● Computer consumables, headphones ● Curriculum items such as book boxes and numeracy blocks 	\$120
Online Subscriptions <ul style="list-style-type: none"> ● Compass ● Seesaw ● Pat Maths/Reading ● Essential assessments ● Reading programmes ● Parenting Ideas 	\$25
Foundation to Year 2 – provision of devices from the shared classroom sets	\$25
Whole school events <ul style="list-style-type: none"> ● Art display ● Cultural activities 	\$10
Curriculum Contributions Suggested Total:	
Foundation to Year 2	\$180
Years 3 to 6	\$155
Other Contributions - for non-curriculum items and activities	Suggested Amount
Library Supplies	\$10
Student Wellbeing Program	\$10
First Aid equipment	\$10
School grounds maintenance and improvements	\$30
General Contribution <i>Amounts listed above are suggestions only. You may alternatively choose to make a general contribution of any amount to support improvements to the school programs and grounds.</i>	
Tax deductible contributions	
Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. [Suggested amount \$30]	\$ _____
Total Amount	
Foundation to Year 2 per student [Suggested amount \$270.00]	\$ _____
Year 3 to Year 6 per student [Suggested amount \$245.00]	\$ _____
Plus any additional contribution	\$ _____

Educational items for students to own

Please see the stationery packs for each level on our website page, <https://www.keilorheights.vic.edu.au/information>

The school recommends that you purchase these items from Complete Office Supplies (COS) for your child to individually own and use. The COS parent portal ordering link and instructions are also included here.

Keilor Heights Primary recommends that students from Year 3 – 6 participate in the school's BYOD program. Details about this program, including ordering instructions through the KHPS JB-HiFi Online Portal can be found on our website page, <https://sites.google.com/education.vic.gov.au/byod-2021/home>

Extra-Curricular Items and Activities

Keilor Heights 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.

The opportunity to purchase these items will be made available during the year, as the items and activities are made available

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
School magazine/ yearbook	TBA	TBA
Optional Camps	TBA	TBA
Interschool Sports program	TBA	TBA
Excursions/incursions to be scheduled	TBA	TBA
Total Extra-curricular Items and Activities		\$TBA

Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- Individual payment plans for Extra-curricular Items and Activities
- State Schools' Relief

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

The school Business Manager

Ph: 03 9336 1739 | Email: keilor.heights.ps@education.vic.gov.au and mark the email ATTENTION: Business Manager

Total

Your details:		
Student's name:	Year level	\$
Curriculum Contributions		\$
Other Contributions		\$
Extra-Curricular Items and Activities		\$ TBA
TOTAL		\$

Payment methods

Payments can be made via the following methods:

- Cash or credit card payment at the office – Please note we do not accept American Express payments
- Direct deposit into the school bank account – please remember to include your child's name in the reference for the payment
 - BSB: 633 000
 - Account Number: 115649238
 - Account Name: Keilor Heights Primary School

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.

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.