



# Heidelberg Primary School

## 2024 Parent Payment

20 October 2023

Dear Parent/Guardian,

Heidelberg Primary School is looking forward to another great year of teaching and learning and would like to advise you of our parent payment arrangements 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, your contributions continue to assist us to broaden the educational experience for our students. This has made a huge difference to our school and the programs we can offer. Without your contributions, many of these things may not be possible.

Over the last several years, your support has contributed to the following,

- Improvements to our outdoor facilities
- Upgrades to our lower playground area, including installation of synthetic running track and playing surface
- Refurbishment to our learning areas and indoor facilities, including relocation and modernisation of our library space
- Commitment to provision of new and upgraded ICT devices and associated infrastructure
- Recognition of the increasing complex needs of our students, with an ongoing focus on health and safety promotion, with the provision of a first aid officer
- Purchase of class sets and library books to complement our curriculum areas

Our school only requests contributions for items that we believe add value to the school experience for students. The contributions go specifically towards items and activities that help improve your child's educational experience.

Please find attached Heidelberg Primary School's voluntary financial contributions schedule for 2024, which includes an overview of what your contributions will contribute towards.

Department of Education guidelines now mandate that schools cannot provide parents with a statement of fees but instead, now provide a Voluntary Financial Contributions Schedule. With this in mind, parents are asked to please review the recommended voluntary financial contributions schedule on the following page for an indication of contributions for your child/ren.

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

**Naomi Ivers**  
Principal

**Emma-Jane Stabb**  
School Council President

# 2024 VOLUNTARY FINANCIAL CONTRIBUTIONS SCHEDULE

Item	
<b>Curriculum Contributions</b>	<b>Amount</b>
<p><b>Classroom consumables, stationery, and equipment:</b> HPS is able to get a better deal for parents through bulk purchasing of stationery, paper and equipment. This ensures that no child misses out.</p> <ul style="list-style-type: none"> <li>Includes materials and items for English, Mathematics, ICT, Integrated studies (sustainability projects, leadership), LOTE (including Matsuri Day), Visual &amp; Performing Arts, Phys. Ed, STEM (Science, Technology, Engineering, Mathematics).</li> <li>Library books and publications, classroom reading materials</li> <li>Student planners/diaries (Years 3-6)</li> <li>Printing and photocopying of learning materials</li> <li>Provision of ICT devices from shared classroom sets</li> <li>House sport activities such as swimming carnival and cross country</li> </ul> <p><b>Online Subscriptions/Digital Learning:</b> MAPPEN, Sunshine Online, Essential Assessment (numeracy) subscription, Seesaw (F-6), Soundwaves, iMaths, Story Box, EPIC, and PAT Literacy &amp; Numeracy</p>	<b>\$300</b>
<b>Other Contributions – for non-curriculum items</b>	<b>Amount</b>
First Aid	\$30
ICT fund	\$25
<b>Tax-deductible contributions</b>	<b>Amount</b>
<p><b>Library Fund</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource</p>	\$30
<p><b>Buildings, Maintenance and Grounds</b> A tax-deductible contribution to supplement the maintenance of the school facilities and grounds. Our school employs gardening and maintenance staff to oversee tasks relating to the school's property assets</p>	\$30
<b>Total contribution requested per student</b>	<b>\$415</b>

Extra-Curricular Activities
<p>Heidelberg Primary School offers a range of 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.</p> <p>You will be provided with information about these activities throughout the year.</p>

# 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.



# Heidelberg Primary School

## 2024 Voluntary Financial Contributions

### Overview

#### Curriculum Material

Our school bulk purchases all consumable materials, and provide these items to all students, so that no student misses out. This includes:

- Everyday classroom items needed to learn the essential curriculum – some examples are
  - stationery (paper, folders, pencils, pens, rulers etc.)
  - phys ed equipment (sport items such as balls, bats)
  - art supplies (paint, clay, craft paper etc.)
  - science equipment (microscopes, STEAM resources, experiment equipment) technology equipment (iPads, laptops)
- Computer applications, for which students have their own individual password, and include:
  - MAPPEN
  - Essential Assessment
  - Soundwaves
  - Story Box
  - Mathletics
  - Sunshine Online
  - Seesaw
  - Firefly
  - Wingaru
- Whole school events that are part of the curriculum, such as Matsuri Day and House Cross Country.

#### Extra-Curricular Items and Activities

Heidelberg Primary School offers a range of optional activities/items which are provided on a user-pays basis. Although the activities such as camps, excursions, sports, music lessons enhance the curriculum, parents/guardians may choose whether their child accesses or participates. If your child does not participate in any optional activity, alternative arrangements can be made for your child.

Parents will be provided information about these activities throughout the school year, via the Compass Portal.

#### Buildings, Maintenance and Grounds

Whilst we continue to encourage participation in working bees, the demands on busy lives mean our participation numbers have declined significantly in recent years.

Currently, School Council employs part-time gardeners/maintenance persons. We are providing parents with the opportunity to make a donation towards the upkeep and maintenance of our grounds.

PLEASE NOTE: Donations to the Buildings, Maintenance and Grounds Fund are tax-deductible, and a receipt will be issued automatically when payments are made via Compass.

## **First Aid**

Heidelberg Primary School employs a First Aid officer, who is a former registered nurse. HPS has recognised the increasing demands for first aid, increasing complex needs of students, and a focus towards ongoing health and safety promotion. Our First Aid officer is available Monday to Friday, 9.30am-3.00pm.

## **Library**

Heidelberg Primary School students enjoy access to a well-resourced library, with a focus on ensuring that books, equipment, furniture, and other materials are available to remain up to date.

PLEASE NOTE: Donations to the Library Fund are tax-deductible, and a receipt will be issued automatically when payments are made via Compass.

## **ICT Fund**

Heidelberg Primary School has committed to upgrades of ICT infrastructure in 2024, including the improvement to networking, regular update to interactive whiteboards, and replenishment of class-set laptops and iPads .

## **Payment Methods**

School Council invites and encourages Parent Voluntary Financial Contributions which are essential to the provision of the quality programs and educational experiences we offer to all students at Heidelberg Primary School. Payment can be made via Compass, EFTPOS (via the school office) or cash.

## **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 & Guidance, Financial Help for Families Policy and any other relevant information.

## **Financial Support for Families**

Heidelberg 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)
- Second-hand Uniform
- State School's Relief Fund (uniform)
- Special payment arrangements
- Community Support Funds accessed through other means.

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

Ph: (03) 9457 2259 | Email: [sam.thornton@education.vic.gov.au](mailto:sam.thornton@education.vic.gov.au)