

# PARENT PAYMENT ARRANGEMENTS

## Key points:

### 2024 Contributions open 11/12/23 on Compass and 30/01/24 in person

Parents can change the amount to pay in Compass – either higher or lower as these are voluntary contributions that go toward all basic curriculum resources in the school.

Parents can pay over the phone with a credit card – Mastercard or Visa from the beginning of the 2024 school year.

Donations to the library fund are tax deductible and a tax receipt will be issued and sent home with your child.

Donations can also be made to the school for general purposes at any time of the year (not tax deductible) over the phone or in person.

**2024 Payments options** – no contributions can be made until Monday 11<sup>th</sup> December – we need to finalise 2023 events and activities before we begin collecting for 2024.

<b>Payment plan</b> (on Compass only)	Opens Monday 11 <sup>th</sup> December Sign up with your credit card for 4 split payments: <ul style="list-style-type: none"><li>• Friday 15<sup>th</sup> December</li><li>• Friday 5<sup>th</sup> January</li><li>• Friday 26<sup>th</sup> January</li><li>• Friday 16<sup>th</sup> February</li></ul>
<b>Paying in full</b> (single payment)	<b>Compass Only</b> - Opens Monday 11 <sup>th</sup> December  <b>Over the phone/in person</b> – Opens Tuesday 30 <sup>th</sup> January. No cash.

## 2024 Parent Contributions - Year 1 and 2



# McKinnon Primary School

*IB World School*

November 2023

Dear parent/guardian,

McKinnon Primary School is looking forward to another great year of teaching and learning and would like to advise you of McKPS's voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard curriculum requirements 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 is 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 integrate the PYP program with the Victorian Curriculum, offering a wide range of special curriculum experiences; enhanced digital learning opportunities; student resources and materials.

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

If you have any questions regarding these contributions, please contact the office.

Yours sincerely,

*Suzanne Khatib*

*Louise Schirmer*

Suzanne Khatib  
Acting Principal

Louise Schirmer  
School Council President



*• Inquire • Think • Learn*

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Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Years 1 – 2 classroom consumables, materials & equipment: <ul style="list-style-type: none"> <li>• <i>General classroom supplies to support engagement – eg. Diary, cooking ingredients, poster paper, coloured paper, etc</i></li> <li>• <i>Mathematics – resources for class sets, counters, numeracy blocks</i></li> <li>• <i>English – book boxes, writing resources, take home readers</i></li> <li>• <i>PYP – resources and equipment</i></li> <li>• <i>Sports – equipment and maintenance of equipment</i></li> <li>• <i>Art – purchase of art supplies and resources paint, crayons, canvas, glitter, coloured paper</i></li> <li>• <i>LOTE – Mandarin resources</i></li> <li>• <i>Printing and photocopying of work tasks and learning materials to learn in class and at home</i></li> <li>• <i>Music – maintenance and replacement of instruments for the music program</i></li> </ul>	\$155
Years 1 – 2 PYP curriculum and supporting programs: <ul style="list-style-type: none"> <li>• <i>Essential assessment – Literacy and Numeracy</i></li> <li>• <i>Digital subscriptions – Sunshine online, Storybox, PAT Maths, Padlet, Maths 300, Generation Genius</i></li> <li>• <i>International Baccalaureate (IB) curriculum</i></li> </ul>	\$76
Years 1 – 2 ICT: <ul style="list-style-type: none"> <li>• <i>Provision of laptop devices from the shared classroom sets, maintenance and equipment upgrade to sustain and enhance our ICT program, Compass to support report writing, parent/guardian communication and student attendance, assessment standards tracking, class placements, library Livebinder</i></li> </ul>	\$48
<b>Total Curriculum Contributions</b>	<b>\$279</b>

Other Contributions - for non-curriculum items and activities	Amount
First aid equipment to treat students and to meet student health needs	\$25
Tissues and hand sanitiser bulk ordering	\$10
School grounds maintenance and improvements to keep the school looking at its best	\$20
Non-departmental maintenance and replacement of classroom fixtures	\$10
<b>Total Other Contributions</b>	<b>\$65</b>



## Tax deductible contributions

**Library fund.** A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource (suggested \$30)

\$

## Educational items for students to own

We have issued a list of items that the school recommends you purchase from Campion Education for your child to individually own and use.

## Extra-Curricular Items and Activities – provided on a user-pays basis

McKPS 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.

The cost of extra-curricular items and activities will be advised throughout the year.

Extra-Curricular Items and Activities	Amount
Sport carnivals, incursions and excursions, school concert, events and school photos are additional charges which are set and confirmed closer to the relevant dates. They are user pays additional extra-curricular activities.	\$TBA
<b>Total Extra-Curricular Items and Activities</b>	<b>\$TBA</b>

## Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Jodie Geri – Business Manager. Ph: 03 9578 1851 email: [mckinnon.ps@education.vic.gov.au](mailto:mckinnon.ps@education.vic.gov.au)



# McKinnon Primary School

IB World School

## Total

Category	Totals
Curriculum Contributions	\$
Other Contributions	\$
	(Non-tax deductible)
	(Tax-deductible)
Extra-Curricular Items and Activities	\$
<b>Total</b>	<b>\$</b>

## Payment methods

McKPS welcome any contributions to support our school. Payments can be made through the Parent Portal on Compass or over the phone with visa or mastercard. We do not accept cash payments. Payments can be made on Compass from Monday 11<sup>th</sup> December 2023 or over the phone once school commences in 2024.

We would appreciate contributions being received by 31<sup>st</sup> January 2024 to help with our planning and resource allocation. However, we are also offering a payment plan that will finish 16<sup>th</sup> February 2024.

Your child will not be disadvantaged if you do not make a voluntary contribution. All records of voluntary contributions are kept confidential as well as your decision about whether you wish to contribute or not.

## 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 Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information. The school refund policy is available on our website.

# 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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- 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.