



31 January 2024

Dear parent/guardian,

Whitehorse Primary School is looking forward to another great year of teaching and learning and would like to advise you of Whitehorse 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 wider offering of subjects and special curriculum experiences such as science and the Stephanie Alexander Kitchen Garden program. Contributions from families are used to purchase consumable items such as ingredients and materials to ensure engaging programs for students.

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

Yours sincerely,

Andrew Den Elzen
Principal

Carolyn Baker
School Council President

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.

Child's Name:		Grade:
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Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Year 5 & 6 classroom consumables, materials & equipment</i> <ul style="list-style-type: none"> • Art – paint, crayons, canvas, glitter, coloured paper • Science – equipment and materials] • Mathematics – equipment and materials • English – books • Sports – equipment • Provision of additional classroom devices ie notebooks • Printing and photocopying of worksheets and learning materials 	\$240.00
<i>Year 5 & 6 Subscriptions</i> <ul style="list-style-type: none"> • Mathletics [\$20.00] 	\$25.00
Total Amount	\$265.00

Other Contributions – for non-curriculum items and activities	Amount
School grounds maintenance and improvements [Parents are invited to make a contribution towards the upkeep of our school grounds at their discretion, any amount is greatly appreciated.]	\$
Total Other Contributions	\$

Extra-Curricular Items and Activities

Whitehorse 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.

Extra-Curricular Items and Activities	Amount	Purchase [Please tick]
Stephanie Alexander Kitchen Garden Program	\$100.00	\$100.00
Other optional Year 5 and 6 camps and excursions to be scheduled	TBA	TBA
Total Extra-curricular Items and Activities		\$

Financial Support for Families

Whitehorse 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]
- 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 Cheryl Woodford on Ph: 03 9878 9339.

Total

Category	
Curriculum Contributions	\$265.00
Other Contributions	\$
Extra-Curricular Items and Activities	\$100.00

Payment methods



Bill Code 87361

Ref No

CREDIT CARD PAYMENT

Charge to my credit card ☐ VISA ☐ MASTERCARD \$_____

Expiry Date

Name on Card _____ Contact Number _____

Cardholder's Signature _____

Child's Name

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.