

Dear Parent/Guardian,

*Chelsea Heights Primary School* is looking forward to another great year of teaching and learning and would like to advise you of *the* 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: *provide a wider offering of subjects and special curriculum experiences; enhanced digital learning opportunities; upgrade furniture and learning materials.*

Please find below Chelsea Heights Primary School's voluntary financial contributions schedule for 2024, which includes an overview of what your contributions will support.

Department of Education guidelines now mandate that schools are **unable** to provide parents with a statement of fees. With this in mind, parents are asked to please review the recommended voluntary financial contribution schedule below 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 attached or visit <https://www2.education.vic.gov.au/pal/parent-payment/policy>.

Yours sincerely,



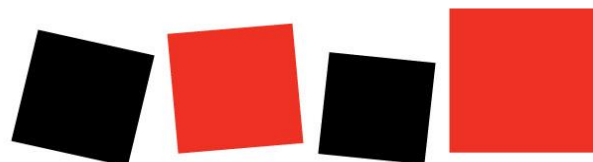
Steven Capp  
Principal



Rachael Short  
School Council President

***Your family centred school***

Thames Promenade, Chelsea Heights Vic 3196 P: 9772 4139 F: 9776 1301  
E: [chelsea.heights.ps@edumail.vic.gov.au](mailto:chelsea.heights.ps@edumail.vic.gov.au) W: [www.chps.vic.edu.au](http://www.chps.vic.edu.au)



### 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).



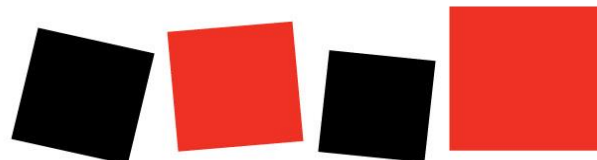
#### FINANCIAL HELP FOR FAMILIES

- 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.

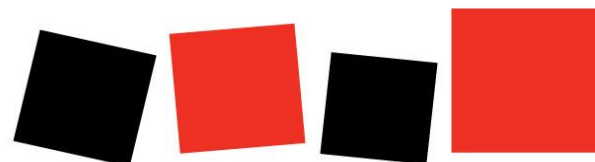


#### SCHOOL PROCESSES

- 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.



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><i>These contributions directly support a number of important curriculum areas and programs that we offer including</i></p> <ul style="list-style-type: none"> <li><i>class sets for vital numeracy manipulatives (MAB, Playing Cards, Trundle wheels, counters, protractors etc.)</i></li> <li><i>critical literacy resources (Decodable Readers, take home readers, dictionaries etc.)</i></li> <li><i>replacement of sporting equipment</i></li> <li><i>purchasing of science and humanities resources</i></li> <li><i>purchasing of art supplies and resources</i></li> <li><i>Japanese program resources</i></li> <li><i>printing and photocopying of learning materials to learn in class and at home</i></li> </ul>	\$60
<p><i>Online Subscriptions</i></p> <ul style="list-style-type: none"> <li><i>Nessy</i></li> </ul>	\$25
<i>ICT Devices – <b>Foundation to Level 4:</b> provision of devices from the shared classroom sets</i>	\$25
Other Contributions - for non-curriculum items and activities	Amount
<i>Student wellbeing programs</i>	\$5
<i>First aid equipment</i>	\$5
<i>School grounds maintenance and improvements – To support regular maintenance of the school grounds i.e., gardens, playgrounds, outdoor learning areas</i>	\$10
Tax deductible contributions (per family)	Amount
<b>Building fund.</b> <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. (Suggested amount \$50)</i>	\$
<b>Library fund.</b> <i>A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. (Suggested amount \$40)</i>	\$
<b>Total Amount</b>	\$



### **Extra-Curricular Items and Activities**

Chelsea 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.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
<i>Inursion/Excursions (approx. \$50 per term)</i>	\$ TBA	
<i>Optional Level 3 to Year 6 school camp</i>	\$ TBA	
<i>Optional Foundation to Level 5 Swimming</i>	\$ TBA	
<i>Optional Level 5&amp;6 Interschool Sports program (\$5 per away game)</i>	\$ TBA	
<b>Total Extra-curricular Items and Activities</b>		\$

### **Educational items for students to own**

Attached is a list of items that the school recommends you purchase from Winc for your child to individually own and use.

BYOD: Level 5 & 6 students will have access to a school device if unable to provide their own. (Note: school device will only be used at school and not to be taken home)

### **Financial Support for Families**

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

- State Schools' Relief provides financial support for eligible families to purchase clothing/uniforms at a reduced rate
- [Camps, Sports and Excursions Fund](#) provides payments for eligible students to attend camps, sports and excursions
- Centrepay

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact our Business Manager, Sharon Juriansz by Phone: 03 9772 4139 or Email: [chelsea.heights.ps@education.vic.gov.au](mailto:chelsea.heights.ps@education.vic.gov.au)

### **Payment methods**

Parent contributions towards the requested payments is essential to maintain the quality of education that we provide at Chelsea Heights Primary School.

- Booklist
- Compass
- *Direct deposit to the school's bank account. Commonwealth bank: 063 118 / 10034008*
- Cash
- Centrepay

### **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

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