

PARENT PAYMENTS POLICY



Help for non-English speakers. If you need help to understand the information in this policy, please contact the school office on 9700 2601.

See also: <https://www2.education.vic.gov.au/pal/parent-payment/policy>



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) 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.



Dear Parents & Carers,

James Cook Primary School is looking forward to another great year of learning and teaching in 2024. We would like to advise you of our voluntary financial contributions for the 2024 school year.

Schools provide students with free instruction to deliver the standard 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 be through fundraising or volunteering your time. This has made a huge difference to the success our school and the programs we can offer. Within our school your support in 2023 has allowed us to:

- Offer Mandarin classes and special curriculum experiences for our students across all year levels.
- Heavily subsidise excursions, incursions and camps for all students.
- Upgrade and purchase additional IT devices for students.
- Refurbish the school grounds, with particular focus on the replacement of and addition of new shade sails.

Please find below James Cook Primary School's voluntary financial contributions schedule for 2024, which includes an overview of what your contributions will be directed towards. James Cook Primary School will bulk buy student supplies to have in the classroom to keep the costs to families down.

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 contributions schedule attached for an indication of recommended contributions for your child/ren.

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

Yours sincerely,

Anne Burgess
Principal

Lucas Sheldon
School Council President



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
CURRICULUM CONTRIBUTIONS <ul style="list-style-type: none">• Classroom consumables, materials & equipment including Specialists, Intervention & Extension Programs• Printing and photocopying of learning materials• ICT Devices – provision of devices through shared classroom sets• Take home books for reading• Online subscriptions<ul style="list-style-type: none">○ Mathletics	\$115
OTHER CONTRIBUTIONS -for non-curriculum items and activities	Amount
<ul style="list-style-type: none">• Student wellbeing programs• First aid equipment• School grounds maintenance and improvements• COMPASS• Library SCIS	\$45

ITEM	Item Amount	Number of students in your family	Annual Amount per FAMILY
Curriculum Contributions	\$115		\$
Other Contributions	\$45		\$
TOTAL FAMILY CONTRIBUTION	\$160		\$

Curriculum Contributions

Items and activities that students use, or participate in, to access the Curriculum, including:

- Computer applications where our students have their own individual password – at James Cook Primary School we use Mathletics, Google Docs, Google Classroom & Class Dojo
- Everyday items that your child will use in the classroom to support their learning in the essential curriculum area including art supplies, science experiment equipment, cooking ingredients, technology materials

Other Contributions

Non-Curriculum items and activities to support the daily operation and objectives of James Cook Primary School.

Extra-Curricular (OPTIONAL) Items and Activities

James Cook 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. Details of these items and activities will be



provided to students and families throughout the year.

Financial Support for Families

James Cook 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.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact our Business Manager, Belinda Moore on 9700 2601 or email james.cook.ps@education.vic.gov.au

Payment methods

Parent contributions towards the requested payments are essential to maintain the high quality of education that we provide at James Cook Primary School. Payment can be made electronically via Compass. Please contact the school if you need help logging in to Compass. Alternatively, cash and EFTpos payments can be made directly at the James Cook Primary School Office.

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.

See also, the Department of Education Parent Payment Policy in full:
<https://www2.education.vic.gov.au/pal/parent-payment/policy>

Policy Review and Approval

Policy last reviewed	October 2023
Consultation	School Council – October 2023
Approved by	School Council
Next scheduled review date	October 2024