



November 2023

Dear Parents & Guardians,

Hawthorn West Primary School is looking forward to another great year of teaching and learning and would like to advise you of our 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 for our students. We want to thank you for all your engagement with our school, whether that is through fundraising or volunteering your time. This has made a huge difference to our students and the programs we can offer them.

Within our school your support will enable us to:

- Provide engaging learning materials for support the Literacy and Numeracy Programs.
- Ensure access to contemporary digital learning tools and programs
- Enrich the Specialist Learning Programs through the purchase of specialised equipment
- Provide a range of curriculum based extra curricula programs

We would like to thank parents and guardians who are able to pay into the tax-deductible Building and Library Trusts. These funds enable us to ensure our students have access to an extensive library collection and an engaging and well-maintained playground.

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

In 2024 we have made no increase to the payments we are requesting. Families are able to either make the payments in full or set up a four-payment plan via Compass. Our Business Manager Justine Beaumont is also very happy to discuss alternative arrangements for payment.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Nerida Smith".

Nerida Smith  
PRINCIPAL

A handwritten signature in black ink, appearing to read "Gabriella Lorenzetti".

Gabriella Lorenzetti  
SCHOOL COUNCIL PRESIDENT



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum – FOUNDATION and GRADE 1 & 2	Amount
<p><b>Classroom consumables, materials &amp; equipment for Foundation and Grade 1 &amp; 2 Students</b></p> <ul style="list-style-type: none"> <li>• Classroom consumables – scrapbooks, paint, crayons, canvas, glitter, coloured paper</li> <li>• Single subject (Visual Art, STEM, PE, Japanese, Music) consumables and resources.</li> <li>• Numeracy – learning resources (dice, counters, measuring materials etc.)</li> <li>• Inquiry learning consumables</li> <li>• Literacy - learning resources (Phonics resources, reading materials, dictionaries, big books.)</li> <li>• Sports – equipment</li> </ul>	\$350.00
<p><b>Online subscriptions</b></p> <ul style="list-style-type: none"> <li>• Mappin</li> <li>• Essential Assessment</li> <li>• Maths Space</li> <li>• Sora (Library)</li> <li>• Ebooks: Bug Club, Epic, Story Box</li> </ul>	\$40.00
<p><b>ICT devices</b> – provision of contemporary ICT tools for shared use in classrooms.</p>	\$120.00
<p><b>Curriculum Events</b></p> <ul style="list-style-type: none"> <li>• Curriculum Excursions and Incursions related to the classroom learning program</li> <li>• Swimming Program for Grade 1 &amp; 2</li> <li>• Additional Sports Activity - Foundation</li> <li>• Japanese Day</li> <li>• Whole School Events</li> </ul>	\$175.00
<p><b>Total Curriculum Contributions</b></p>	<b>\$685.00</b>

Other Contributions - for non-curriculum items and activities	Amount
<p><b>Student wellbeing programs</b> – SEA Program</p>	\$30.00
<p><b>Total Other Contributions</b></p>	\$30.00

Tax deductible contributions	
<p><b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</p>	\$100.00
<p><b>Library fund.</b> A tax-deductible contribution to support book purchase and other equipment to ensure an engaging</p>	\$50.00



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

Hawthorn West Primary School 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.

Extra-Curricular Items and Activities	Amount
School Camp – costing to be provided well in advance of camp.	NA
<b>Total Extra-Curricular Items and Activities</b>	<b>NA</b>

### Financial Support for Families

Hawthorn West Primary School 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:

Justine Beaumont (Business Manager)

Ph: 03 98182233 | Email: [Justine.Beaumont@education.vic.gov.au](mailto:Justine.Beaumont@education.vic.gov.au)

### Total

Category	Totals
Curriculum Contributions	\$685.00
Other Contributions <i>(Non-tax deductible)</i>	\$30.00
Building and Library Fund <i>(Tax-deductible)</i>	\$150.00
Extra-Curricular Items and Activities	\$ tbc
<b>Total</b>	<b>\$865.00</b>



### **Payment methods**

Payments will be available via the Compass Portal early in 2024. Your contributions can be made in a one payment or in four instalments. These options are set up in Compass.

Should you wish to pay directly please contact the school's front office on 9818 2233, or you are welcome to attend in person.

Alternatively, should you wish to make a direct payment the school bank details are:

BSB: 033-050

Account Number: 64-8148

Name: Hawthorn West Primary School Official Account

Reference: Name of your Child and Class

### **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.

# 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.