



Dear Parent/Guardian,

Mullum Primary School is looking forward to another great year of teaching and learning and would like to advise you of Mullum 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 is through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Your support allows us to offer a wider range of subjects and special curriculum experiences; enhanced digital learning opportunities; additional library resources; and upgrading of our school's sporting facilities.

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

Yours sincerely,

Marie Beale

**PRINCIPAL**

Lisa Beasley

**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.

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<p><i>GRADE 3 &amp; 4 - Classroom consumables, materials &amp; equipment</i></p> <ul style="list-style-type: none"> <li>• <i>Individual book bag containing stationery items to individually use and own</i></li> <li>• <i>Art – paint, crayons, canvas, glitter, coloured paper, glue, card, wool, material, wood, beading, clay</i></li> <li>• <i>Science – ingredients, books, shared classroom materials, stickers, i/pole sticks, string, glue, tape, buttons, staples, batteries, Balsa wood, dowel</i></li> <li>• <i>Numeracy – numeracy blocks, calculators, textbooks, stationery, maths kits</i></li> <li>• <i>Literacy – stationery, book boxes, class sets, novels, readers,</i></li> <li>• <i>Classroom - pens, pencils, textas, glue sticks, writing, graph and scrap books, highlighters, post-it notes, folders, display books, scissors, rulers, paper and coloured paper, craft items</i></li> <li>• <i>Italian – craft activities</i></li> <li>• <i>Physical Education and Sport – equipment, ribbons, materials</i></li> <li>• <i>Music – instruments, books, pens, markers and folders</i></li> <li>• <i>Stephanie Alexander Kitchen Garden Program – cooking ingredients, utensils, plants</i></li> </ul>	\$ 256
<p><i>Online subscriptions</i></p> <ul style="list-style-type: none"> <li>• <i>Various Apps on iPads</i></li> </ul>	\$ 5
<i>ICT devices – provision of devices from the shared classroom sets</i>	\$ 40
<b>Total Curriculum Contributions</b>	<b>\$ 301</b>

<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
<i>Library</i>	\$ 40
<i>First aid equipment</i>	\$ 5
<i>School grounds maintenance and improvements</i>	\$ 40
<b>Total Other Contributions</b>	<b>\$ 85</b>

<b>Tax deductible contributions</b>	
<b>Building fund.</b> <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure (Suggested - \$ 40).</i>	\$

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

Your child will receive a book pack which includes stationery items for your child to individually use and own.

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

Mullum 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. These include camps, excursions and incursions.

## Financial Support for Families

Mullum 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

or a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact Kelli Heriot, Business Manager [kelli.heriot@education.vic.gov.au](mailto:kelli.heriot@education.vic.gov.au)

## 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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Category	Totals
Curriculum Contributions	\$ 301.00
Other Contributions <i>(Non-tax deductible)</i>	\$ 85.00
Building Fund (please nominate amount) <i>(Tax-deductible)</i>	\$ _____
Extra-Curricular Items and Activities	\$ TBA
<b>Total</b>	<b>\$ _____</b>

**STUDENT NAME:** \_\_\_\_\_

**2024 YEAR LEVEL:** \_\_\_\_\_

### Payment methods:

- Option A  
**ONLINE** – COMPASS via the Parent Portal
- Option B  
**GENERAL OFFICE** – Cash, Card or Cheque (payable to Mullum Primary School)
- Option C  
**CREDIT CARD** (Visa or MasterCard)

Payment in full of: \$ \_\_\_\_\_

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiry date: \_\_\_\_ / \_\_\_\_ CCV: \_\_\_\_

Signature of Cardholder: \_\_\_\_\_

Phone number: \_\_\_\_\_