

Dear Parent/Guardian,

*Berwick Chase 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 and support for our students. We want to thank you for all you 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.

*Whilst funding covers fulfilment of the standard Victorian curriculum, it is your voluntary contributions that will enable the provision and continuation of the many programs and offerings that make Berwick Chase Primary school a stand out experience for students, such as additional digital and classroom resources, a full time first aid attendant to care for your child should they need it, additional resources and equipment to enhance our specialist programs including Art, Science, Library, Digital Technologies and Physical Education and a wellbeing network to support children through their primary school years. Without your contributions, these initiatives are not possible.*

Berwick Chase Primary School Council has approved the following Parent Payment arrangements for 2024, which includes an overview of what your contributions will go towards.

We thank you in advance for your ongoing support to make Berwick Chase Primary School an enriching place where children can enjoy an exceptional primary education experience.

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

Yours sincerely,



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Chris Short  
Principal



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Karyn Wood  
School Council President

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
<p><i>Classroom consumables, materials, &amp; equipment – 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>Classroom Supplies including stationery, book tubs</i></li> <li>• <i>Class sets of Mathematics resources</i></li> <li>• <i>Critical literacy resources (guided reading books &amp; take-home readers, dictionaries etc)</i></li> <li>• <i>LOTE program resources</i></li> <li>• <i>Specialist consumables, resources &amp; equipment – Art, Science, Library, Digital Technologies, Sports</i></li> <li>• <i>Classroom Cooking</i></li> <li>• <i>Printing and photocopying of worksheets and learning materials</i></li> </ul>	\$130
<p><i>Online Subscriptions &amp; Programs (may include)</i></p> <ul style="list-style-type: none"> <li>• <i>Essential Assessments</i></li> <li>• <i>Purchase of Apps</i></li> <li>• <i>Sentral to support Report Writing and Report Access</i></li> </ul>	\$15
<p><i>Information and Communications Technology</i></p> <ul style="list-style-type: none"> <li>• <i>Software, equipment &amp; shared classroom devices needed to sustain and enhance our ICT program.</i></li> </ul>	\$30
<b>TOTAL AMOUNT – CURRICULUM CONTRIBUTIONS</b>	<b>\$175</b>
<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<i>Other Curriculum—eg. Resource Books</i>	\$30
<i>School grounds maintenance and improvements – to keep the school looking its best</i>	\$30
<i>Student and parent communication tools eg. Sentral (Attendance, Wellbeing)</i>	\$15
<i>First aid and Wellbeing – Berwick Chase Primary School has full time first aid care for your child as well as additional wellbeing support. The school provides first aid consumables to treat students and to meet student health needs when at school, on excursion and camp. Your contribution also supports us in developing our knowledge of the many different student needs and the best approach to assist them and their families</i>	\$20
<i>School Sports Victoria membership</i>	\$5
<b>TOTAL AMOUNT – OTHER CONTRIBUTIONS</b>	<b>\$100</b>
<b>Tax deductible contributions</b>	
<b>Library fund.</b> <i>A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. <b>Suggested \$30</b></i>	\$

## Educational items for students to own

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

Orders placed before **Wednesday 13<sup>th</sup> December 2023** will be delivered to the school in January 2024 and will be given to your child on their first day of school in 2024.

Orders placed after **Wednesday 13<sup>th</sup> December 2023** will incur a **\$15 processing fee** and will not be guaranteed delivery prior to the start of the school year.

All orders will be delivered direct to Berwick Chase Primary School.

To order your book pack please: Log on to <http://www.maxim.booklists.com.au>

Access Code: **BERWICKCH (this is capital sensitive)**

Select the appropriate pack/s according to your child's/ren's **2024** Year Level

\*\*\* Please double check you have correct year level for 2024  
as the supplier is unable to provide refunds after 13<sup>th</sup> December 2023 \*\*\*

Ensure you include your child's name in your order

Check out

## Extra-Curricular Items and Activities

Berwick Chase 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 will be advised throughout the year and will be payable closer to the date should you wish for your child to participate

Extra-Curricular Items and Activities	Amount
<i>Optional School yearbook</i>	\$TBA
<i>Optional Incursions eg. Dance</i>	\$TBA
<i>Optional Excursions eg. Swimming Carnival</i>	\$TBA
<i>Optional Camps - Grades 3-6</i>	\$TBA
<b>Total Extra-curricular Items and Activities</b>	<b>\$</b>

## Financial Support for Families

Berwick Chase 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)
- *Payment Plans for Extra-Curricular Items and Activities*
- *Centrepay Payments*

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact:

Joanne Longland

Ph: 03 9707 7799

Email: [Berwick.chase.ps@education.vic.gov.au](mailto:Berwick.chase.ps@education.vic.gov.au)

Category	Suggested Contribution	Actual Contribution
Voluntary Curriculum Contributions	<b>\$175</b>	\$
Other Voluntary Contributions	<b>\$100</b>	\$
Library Fund (Tax deductible) \$30 suggested		\$
<b>TOTAL CONTRIBUTION</b>		\$ _____

### Payment methods

Our preferred method of payment is via QKR!

Payments may be made at the office

### Refunds

*Berwick Chase Primary School refund arrangements*

*Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Where refunds are deemed reasonable, and if the school has not incurred a cost, the school will act reasonably and take into consideration where costs have been incurred, the Department's Parent Payment 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.