

Dear parent/guardian,

Morwell Park Primary School is looking forward to another great year of teaching and learning and would like to advise you of the anticipated items for the voluntary financial contributions.

Schools provide students with free instruction to fulfil the standard Victorian Curriculum, and we want to assure you that all contributions are voluntary. Our school covers the cost of all Curriculum Contributions and some Others which is outlined below. Parents are responsible to cover costs associated with Extra Curricular Items and Activities.

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

Yours sincerely,

Simone Richardson
Principal

Teagan Lawrence
School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Classroom consumables, materials & equipment including printing and photocopying</i>	\$0
<i>Online educational subscriptions</i>	\$0
<i>ICT devices</i>	\$0
<i>Swimming and water safety program</i>	\$0
Total Curriculum Contributions	\$0

Other Contributions - for non-curriculum items and activities	Amount
<i>Student wellbeing programs</i>	\$0
<i>First aid equipment</i>	\$0
<i>School grounds maintenance and improvements</i>	\$0
Total Other Contributions	\$0

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

The cost of extra-curricular items and activities will be advised throughout the year. Parents and guardians will be provided with early notice of payment requests for items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides free to deliver the Curriculum. These are provided on a user-pays basis.

Payments are kept to a minimum with payment requests and letters fair and reasonable. To be of further assistance payment options include, full amount or payment by instalments. Parents encouraged to make an appointment with the school to discuss circumstances and available options.

Receipts will be issued to parents immediately upon making payment.

All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

Extra-Curricular Items and Activities	Amount
<i>School camp (Grade 3-6)</i>	\$TBA
<i>Sports Excursions</i>	\$TBA
<i>Excursions and Incursions to be scheduled</i>	\$TBA
<i>School Photos</i>	\$TBA
Total Extra-Curricular Items and Activities	\$TBA

Financial Support for Families

Morwell Park 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)
- *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:

Pauline Tantau – Business Manager

Ph: 03 5134 1793 | Email: morwell.park.ps@education.vic.gov.au

Total

Category	Totals
Curriculum Contributions	\$0
Other Contributions	\$0
Extra-Curricular Items and Activities	\$TBA
Total	\$TBA

Payment methods

Morwell Park Primary School accepts payments by cash/cheque at the office. BPay payments will also be accepted, details on all excursions forms or contact the office for more information.

Refunds

Our school will consider requests for partial or full refunds of payments made by parents on a case-by-case basis, taking into account individual circumstances.

Generally, we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school.

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2025
Approved by	School Council
Next scheduled review date	March 2026

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.