



# KNOX CENTRAL PRIMARY SCHOOL

Darwin Road, Boronia, 3155      T: 03 9801 3289      F: 03 9801 3209  
E: [knox.central.ps@education.vic.gov.au](mailto:knox.central.ps@education.vic.gov.au)      W: [www.knoxcentral.vic.edu.au](http://www.knoxcentral.vic.edu.au)

8<sup>th</sup> November, 2022

## 2023 Parent Payments

Dear Parents/Guardians,

Knox Central 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 2023.

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.

The environment and resources that we enjoy today represent the contributions made by our parent/carer community over many years. Parent/Carers voluntary contributions make a significant difference to the quality of our programs. This financial support ensures that we can continue to provide the excellent range of facilities and resources for your children. Your support in 2022 allowed us to:

- Provide high quality programs and specific subject materials and equipment for: English, Mathematics, Science, Art, Inquiry, Language and PE
- Maintain and develop the school grounds
- Ensure the upkeep of our computer devices to enhance learning opportunities
- Maintain sufficient class sets of books for students to develop their reading skills
- Provide hands on maths equipment eg.: measuring materials, counters, dice, games etc.
- Facilitate Literacy and Mathematics online digital subscriptions
- Deliver a range of sporting experiences and equipment

If you are unable or choose not to make financial contributions, your child will not be disadvantaged or denied access to the resources required to deliver the curriculum.

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

We thank you for your support as we strive to provide the best possible educational experience for our students.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Lisa Burt'.

*Lisa Burt*  
Principal

A handwritten signature in blue ink, appearing to read 'Natasha Kidman'.

*Natasha Kidman*  
School Council President



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## 2023 VOLUNTARY CONTRIBUTIONS

### Foundation to Year 6

Curriculum Contributions - Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum	Amount
<p><b>Individual Stationery Supplies</b> (previously known as Book Pack items)            Items vary for different year levels eg: exercise books, scrapbooks, handwriting book, writers notebook, pens/pencils, crayons, rulers, erasers, sharpener, highlighters, whiteboard markers, scissors, glue sticks, document wallets, Kluwell My Home Reading Book and diaries etc.</p> <p>Individual Stationery Supplies will be distributed to students on the first day of school next year.</p>	\$60.00
<p><b>Classroom consumables, materials &amp; equipment</b></p> <ul style="list-style-type: none"> <li>• English – eg: specialty writing papers, laminated alphabet sheets etc (\$10.00)</li> <li>• Mathematics – eg: pattern making craft materials, laminated number sheets (\$10.00)</li> <li>• Art – eg: specialty paint, crayons, canvas, glitter, coloured paper (\$20.00)</li> <li>• Lote (Auslan) – eg: cultural and craft supplies (\$5.00)</li> <li>• Science – eg: batteries, pipe cleaners, clips, straws, plants, seeds, candles (\$10.00)</li> <li>• Physical Education – eg: medals, ribbons, certificates, awards (\$5.00)</li> </ul>	\$60.00
<p><b>Online Subscriptions</b></p> <ul style="list-style-type: none"> <li>• Mathletics (\$22.00)</li> <li>• Readwriter (\$14.00)</li> <li>• Essential Assessment Subscription – Literacy (\$4.00)</li> </ul>	\$40.00
<p><b>ICT Devices</b> – provision of devices from the shared classroom sets</p>	\$10.00
<b>Sub Total:</b>	<b>\$170.00</b>
Other Contributions - Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	
<p><b>School grounds maintenance and improvements (suggested amount of \$50 per family)</b>            Your contribution will assist the school to enhance the school grounds and maintain a safe and secure environment for your children. We hold regular working bees, however if you are unable to support us with your time and assistance, the Grounds Maintenance Contribution is a great way to help.</p>	Suggested Amount: \$50.00  \$ _____
<b>Tax deductible contributions:</b>	
<p><b>Knox Central Primary School Building Fund Contribution (suggested amount of \$50 per family)</b>            Your contribution allows us to enhance your child's learning environment and educational experience at school by providing assets and alterations, which are not Government funded, to our existing buildings. School Council has established tax-deductible gift recipient status with the Australian Taxation Office for the building fund.</p>	Suggested Amount: \$50.00  \$ _____
<b>Total Amount:</b>	<b>\$ _____</b>



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## Extra-Curricular Items and Activities

Knox Central 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 and are offered in the form of whole-school and year level appropriate excursions, incursions, swimming, school photos, gymnastics, guest speakers, school run performances and Year 6 Graduation. These are optional/user pays events and students can participate in these events upon receipt of parent consent and payment. Permission/Payment forms, including event details and cost will be sent home prior to the event

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 to deliver the Curriculum. These are provided on a user-pays basis.	Amount
Optional Swimming Program	TBA
Optional Gymnastics Program	TBA
Optional Interschool Sports program, athletics & cross country	TBA
Other optional camps, incursions and excursions to be scheduled	TBA
Optional Commemorative Top (Year 6)	TBA

## Financial Support for Families

Knox Central Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- Camps, Sports and Excursions Fund (CSEF) – A parent or guardian of a child under 16 who receives a Centrelink benefit and a Health Care Card or Pension Card, may be entitled to CSEF assistance (\$125 per child per year paid directly to the school)
- State Schools Relief Committee support.
- Pre-loved Uniform Shop

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

*Lisa Burt (Principal) or Julianne Hyams (Business Manager) on 9801 3289.*

## Payment methods – Bpay or EFTPOS only

2023 Voluntary Contributions may be made at any time up to and including **Thursday 15<sup>th</sup> December, 2022** – the office will not be accepting payments after this date to allow time for preparation for end of year processes. The office will re-open from Monday 30<sup>th</sup> January, 2023 onwards to accept your voluntary contributions in the new year.

Payment may be made in one of the following ways:

- **EFTPOS** by completing the attached payment slip and returning it to your child's teacher
- **BPay** from the convenience of your home. Please return the attached reply slip with your BPay receipt number. If you require your family's BPAY Reference Number and the School's Biller Code please contact the school office.
- **In person** by coming to the 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.



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## 2023 VOLUNTARY CONTRIBUTIONS Foundation to Year 6

FAMILY NAME: \_\_\_\_\_

Family details		Year Level in 2023:	Curriculum Contributions Amount:
Child 1	Name:		\$
Child 2	Name:		\$
Child 3	Name:		\$
Child 4	Name:		\$
<b>SUB TOTAL:</b>			<b>\$</b>
<b>Other Contributions (Per Family)</b>			
<b>School Grounds Maintenance and Improvements Contribution</b> (Not Tax Deductible)		(Suggested amount \$50 per family)	
<b>Knox Central PS Building Fund Donation</b> (Tax Deductible)		(Suggested amount \$50 per family)	\$
<b>TOTAL:</b>			<b>\$</b>

Signed: ..... Date: .....

Bpay and Eftpos payments are accepted.

**EFTPOS**

Please debit my  Visa       Mastercard

Credit Card No \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Expiry Date: \_\_\_\_ / \_\_\_\_

Description: ..... Amount : \$ .....

Cardholder's name: ..... Signature: .....

Telephone: ..... Mobile: .....

**BPAY**

Amount Paid : \$..... Receipt No: ..... Date Paid: ...../...../.....

*For office use only:*

Amount received: Eftpos / BPay      \$ .....

Official Receipt No: ..... BF. Receipt No: ..... Date Received: ...../...../.....

**Please keep this page intact – Do not cut**



# 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.

