



10/11/2023

Dear Parent/Guardian,

RE: ESSENTIAL EDUCATIONAL ITEMS: GRADE 4 2024

Bellbridge Primary School is looking forward to another great year of teaching and learning in 2024 and would like to advise you of Bellbridge Primary School's voluntary financial contributions for GRADE 4 2024.

Schools provide students with free instruction to deliver 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 your support, whether it's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer such as a wider offering of subjects, special curriculum experiences or enhanced digital learning opportunities.

Department of Education guidelines now mandate that schools are UNABLE to provide parents with a statement of fees. With this in mind, parents are asked to please review the recommended voluntary financial contributions schedule attached for an indication of contributions for your child/ren.

As a result of this DET update to the guidelines, Bellbridge Primary School will no longer be providing the essential educational items for each student (ie: book packs). As of 2024 parents/carers are asked to purchase the supplies for their own child. Further on in this letter is a list of the items we recommend be purchased for your child's personal use in the classroom along with the details of our regular supplier, Paperchase who have kindly set up a "Parent Portal" where you can purchase all of the recommended items quite easily and at an extremely competitive price. **All orders placed before 20<sup>th</sup> December 2023, will be delivered directly to the school ready for use on the first day of Term 1 2024.**

If you choose to purchase the essential educational items for your child, teachers are requesting that they not be covered or labelled.

Bellbridge Primary School will continue to use subscriptions to online learning platforms to support the learning of all students (ie Literacy/Numeracy programs). Families are invited to make a voluntary contribution towards these programs (please see overpage for full details).

Since 2011, parents of students in Grades 4 – 6 also contributed voluntarily to the 1:1 Netbook Program, which allowed all students to have a personalised netbook for use in the classroom. Approximately 75% of families chose to voluntarily contribute to a payment plan in order for this successful program to continue.

Under the DET guidelines, this program will continue to be considered a voluntary contribution and all students in Grades 4 – 6 will be provided with a netbook.

Bellbridge is a highly regarded school in the area of Wyndham, and in order to maintain the level and quality of resources to support the learning opportunities for all students, we are counting on the continued generosity of our families in supporting this approach to voluntary contributions.

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

Yours sincerely,

Nadia Tkaczuk  
Acting Principal

Sian Smith  
School Council President

Grade 4 Curriculum Consumables	Amount
<i><b>Inquiry Learning</b></i> <ul style="list-style-type: none"> <li>All students will participate in Inquiry Learning. This covers the cost of a range of construction items and bulk supplies (e.g., coloured paper, cardboard, pipe cleaners) used to enhance the curriculum and to enable the creation of learning artefacts such as dioramas, models, and other creative designs.</li> </ul>	\$30.00
<i><b>Specialist Programs: STEM, Visual Art, Performing Arts, PE, Auslan</b></i> <ul style="list-style-type: none"> <li>During specialist classes, students will print or produce projects and experiment with a range of materials while exploring these areas. Items may include specialist materials such as clay, cardboard and decorative supplies (eg. glitter, feathers and stick-on adornments). Students may also create their own costumes for special performances.</li> </ul>	\$54.00
<i><b>Online Subscriptions</b></i> <ul style="list-style-type: none"> <li>Math Seeds</li> <li>Reading Eggs</li> <li>Sunshine Online</li> </ul>	\$44.00
<i>Printing and photocopying of learning materials</i>	\$10.00
<i>1:1 Netbook Program (per year of a 3 year program)</i>	280.00
<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<i>School grounds maintenance and improvements</i>	\$7.00
<i>First Aid equipment</i>	\$10.00
<b>Total Amount</b>	<b>\$435.00</b>

### **Additional items required**

All students will require a set of headphones, with a cord, for their personal use.

### **Extra-Curricular Items and Activities**

Bellbridge Primary School also 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.

### **Financial Support for Families**

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

- the Camps, Sports and Excursions Fund

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

Michelle Parker (Business Manager) Ph: 03 9749 6161

### **Payment methods**

#### **PAYMENT ONLINE VIA COMPASS**

Preferred method

Payments online via COMPASS can be made at your convenience at any time, no forms are required.

#### **PAYMENT BY EFTPOS OVER THE PHONE**

Payments can be made via the phone on 9749 6161 up until [Tuesday 12<sup>th</sup> December 2023](#) or from [Tuesday 30<sup>th</sup> January 2024](#).

### **Refunds**

All refund requests must be made in writing. A request for a refund does not automatically equate to a full refund of monies paid.

#### **Curriculum Contributions**

Where payment has been received for classroom consumables and the student is exiting the school, a pro-rata refund, dependent on the numbers of terms the student has been enrolled at the school for, may be applicable.

#### **Other Contributions and Extra Curricular Items & Activities:**

Students withdrawing from Camps, Excursions and extra-curriculum activities will not automatically be entitled to a refund. A refund (less any non-refundable deposit) will be payable to the parent/guardian if the Principal deems the withdrawal from the activity is due to unavoidable circumstances i.e. illness. Proof may be required e.g., medical certificate.

Where the school is charged a 'group fee' as opposed to a 'per head fee', a refund cannot be calculated until all associated costs have been met.

# 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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- 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.

FOR MORE INFORMATION, PLEASE REFER TO: [Parent Payments: Policy | education.vic.gov.au](https://www.education.vic.gov.au/parent-payments-policy)