

Dear Year 3/4 Parents and Carers,

Carlton North Primary School is looking forward to another great year of teaching and learning and would like to advise you of the school's voluntary financial contributions for 2023.

CNPS is proud of the quality teaching and learning we provide our students. Like most Victorian Government schools, our school depends heavily on community assistance to supplement government funds.

Schools provide students with free instruction to fulfil the standard Victorian Curriculum and we want to assure you that all curriculum contributions are voluntary. However, the ongoing financial support of our families ensures that our school can offer the best possible quality of education and support for our students. At CNPS, we take great pride in the high quality and engaging curriculum that we deliver to our students. Financial support from our school community allows us to provide specialist subjects including The Arts, Physical Education, STEM and Italian.

### **Curriculum Contributions**

A contribution is requested to cover the cost of items and activities that students use, or participate in, to access the curriculum. For example, stationery items, headphones, Visual Art materials, Science supplies, and support of student owned and school devices, along with various subscriptions to online learning portals.

The school is able to access a significant discount for the bulk purchase of school supplies, so the amount requested is as low as possible. However, if you would prefer to purchase these items yourself, please see the office to obtain a list.

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

Carlton North 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 standard Curriculum. These are provided on a user-pays basis and comprise camps, excursions and activities which are invoiced throughout the year. In addition, external providers also offer a School Music Program and Chess Club, and school photos, which are taken early in the year and made available for purchase.

### **Other Contributions**

Parents are invited to make a donation to the school for a general or specific purpose, e.g. school buildings or grounds projects, library books or for additional classroom support. Only contributions to the school Building Fund and Library Fund are tax-deductible. Voluntary contributions allow the School Council to continue to fund asset renewal and maintain our buildings and grounds. In previous years these contributions have helped to pay for Library resources, class reading sets, additional classroom support, the playground area near the Foundation classrooms, the Science kitchen space, and the Indigenous Outdoor Learning Space between the two buildings.

Future contributions will help fund equipment for our learning spaces, texts and readers to reflect current interests and passions of our students, additional classroom support, materials to develop our students' mathematical skills and ongoing beautification of our heritage buildings and grounds.

We do not ask for a specific amount as every family's circumstances are different. However, as a guide, a donation of between \$150 and \$350 per student would provide a level of funds comparable to that contributed by the community in previous years.

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

Yours sincerely,



*Rachel Corben*  
Principal



*Conrad Dudley-Bateman*  
School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><i>Year 3/4 classroom consumables, materials &amp; equipment</i></p> <ul style="list-style-type: none"> <li>• <i>Stationery –pencils and coloured pencils, scrapbooks, exercise books, glue stick, scissors, ruler, eraser, pencil case, headphones</i></li> <li>• <i>General classroom consumables and worksheets</i></li> <li>• <i>Visual Art materials</i></li> <li>• <i>Science materials</i></li> <li>• <i>ICT Devices – admin and support of student owned &amp; school devices</i></li> </ul>	\$101.00
<p><i>Year 3/4 Online Subscriptions</i></p> <ul style="list-style-type: none"> <li>• <i>Matific \$7</i></li> <li>• <i>RAZ Plus \$10</i></li> <li>• <i>SeeSaw \$7</i></li> <li>• <i>Essential Assessment \$15</i></li> <li>• <i>Typing Tournament \$6</i></li> </ul>	\$45.00
<b>Total Amount:</b>	<b>\$146.00</b>

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

Carlton North 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 standard Curriculum. These are provided on a user-pays basis:

Extra-Curricular Items and Activities
Camps, Excursions and Activities to enhance the curriculum – will be invoiced throughout the year
School Music Program - provided by an external provider and invoiced separately
Chess Club – offered at lunchtimes once a week by an external provider and invoiced separately
School Photos - taken early in the year and ordered through the provider

Tax deductible contributions	Amount
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. A suggested amount is between \$150 - \$250	
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. A suggested amount is between \$150 - \$250	
Other Contributions - for non-curriculum items and activities	Amount
<b>Additional education support</b> - Not all students requiring additional support are funded by DET as many don't meet the extensive criteria, however the school still provides as much support as we can. Your contribution would help us to pay for reading intervention, classroom support, training of additional therapy dogs and resources to help these students.	\$150 - \$250 (suggested)
<b>School grounds master plan and maintenance</b> – The tax-deductible Building Fund cannot be used for grounds. Your contribution here would help us prepare a Grounds Master Plan for the playgrounds and other external areas around the school, as well as provide funds to assist in the current grounds' maintenance.	\$150 - \$250 (suggested)
<b>General contribution</b> - Your general contribution will help us to purchase equipment for our learning spaces, and the school has ongoing maintenance costs which are always higher than the funding DET provides each year. Your contribution would help us to meet these costs.	\$150 - \$250 (suggested)
<b>First aid supplies</b> - supplies used in sick bay	\$5.00 (suggested)
<b>Total Amount</b>	\$

## Financial Support for Families

Carlton North 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 eligible families
- payment in instalments

### Camps, Sport and Excursion Fund (CSEF)

CSEF is open to parents who hold a current Health Care Card and can be used to help cover the costs of camps and excursions. Families who receive or expect to receive the CSEF should not make payments for camps or excursions until they have applied for the CSEF via the office.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Trish Harrington – Business Manager; Ph: 03 9347 4822 | Email: [trish.harrington@education.vic.gov.au](mailto:trish.harrington@education.vic.gov.au)

### Payment methods

We use CompassPay as our preferred payment method. When you log in to Compass, under Course Confirmations you will see the Curriculum Contributions and Other Contributions request. We also accept EFTPOS and cash.

### 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

# 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.