

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 2024.

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 and STEM.

### **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, 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 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 also make a donation to the school for a general or a specific purpose, e.g. a covered outdoor learning space, new library books to reflect the current interests and passions of our students, additional classroom support, new playground equipment, or to help families with the costs of camps, etc. Only contributions to the Building Fund and Library Fund are tax-deductible.

The Major Capital Works project currently being planned will not provide enough funding to re-landscape our grounds or replace our playground equipment. Your contributions will allow the School Council to grow and allocate funds to support this.

We do not ask for a specific amount as each family's circumstances are different. However, the table below provides a guide.

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

Yours sincerely,

*Rachel Corben*  
Principal

*Rebecca Supierz and Kylie Lee*  
Joint School Council Presidents

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</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>	\$77.50
<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> </ul>	\$39.00
<b>Total Amount:</b>	<b>\$116.50</b>

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

Carlton North Primary School offers an optional 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:

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

Tax deductible contributions	Amount
<b>Building Fund.</b> A tax-deductible contribution to support upgrades to school infrastructure. We are currently building our funds towards installation of a covered learning space on the west side of the school called a COLA (Covered Outdoor Learning Area) to provide cover for students on rainy or hot days.	\$150 - \$250 (suggested)
<b>Library Fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$150 - \$250 (suggested)
Other Contributions - for non-curriculum items and activities	Amount
<b>Additional education support</b> - Not all students requiring additional support are funded by the Department of Education as many don't meet the extensive criteria, however the school still provides as much support as possible. Your contribution would help us to pay for reading intervention, classroom support, equipment and resources to help these students.	\$150 - \$250 (suggested)
<b>Playground Equipment</b> - The Building Fund cannot be used for grounds. Your contribution here would provide funds to help the school replace the current aging playground equipment.	\$150 - \$250 (suggested)
<b>Pay-It-Forward</b> – Some of our families struggle with the cost of extra-curricular activities such as camps, excursions, the music program, chess club or photos. A contribution to the Community Engagement Fund would assist the school to subsidise these students.	\$50 - \$100 (suggested)
<b>General contribution</b> - Your general contribution will help us to purchase equipment for our students and learning spaces. Your contribution would help us to meet these costs.	\$150 - \$250 (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 (see below)
- State Schools Relief (SSR)
- payment plans for Camps, Excursions & Activities

### 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.

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) or Gaby Shortis – Admin Co-ordinator; Ph: 03 9347 4822 | Email: [gaby.shortis@education.vic.gov.au](mailto:gaby.shortis@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 for camps, excursions and activities 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.