



Dear Parent/Guardian,

Yarragon Primary School is looking forward to another great year of teaching and learning and would like to advise you of our school's voluntary financial contributions for 2024.

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. We want to thank you for all your support, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to

- Maintain excellent buildings and grounds
- Enhance digital learning opportunities
- Provide quality materials to support all students
- Faster WIFI and internet
- Purchase equipment for both classroom and outdoor education programs
- Student Wellbeing Support

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

Student supplies will be provided for each student in the form of a Book Pack for 2024 and will be available for pick up at the School General Office on:

**Thursday 25th January 2024 10.00am – 1.00pm**

**Monday 29th January 2024 10.00am – 1.00pm**

### **Financial Support for Families**

Yarragon Primary School makes every effort to keep the cost of materials and services low whilst maintaining a high level of education for our students. We do appreciate that some families experience difficulties in meeting payment requests and a range of support options are available including -

- Camps Sports and Excursion Fund (CSEF) – *2024 Application Form*
- Conveyance Allowance – *via 2024 Application Form*
- State Schools Relief
- Referrals to external agencies
- Payment plans with weekly, fortnightly, or monthly instalments by BPay, Cash or Direct Debit. Payment terms can be over the whole year or a shorter time frame to best suit individual family needs.

To access these services please contact the School Reception or for a confidential discussion regarding payment arrangements please contact: Sharon Caia – Acting Business Manager Ph: 5634 2375

### **Refunds**

Parent requests for refunds are subject to the school's discretion and are 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.

Yours sincerely,

Melissa Rock  
Principal

Jacinta Saxton  
School Council President



<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<b>These contributions cover Foundation to Grade 6 and include:</b> - Individual Student Book Packs and General Classroom Supplies	\$80.00
<b>Computer support/network and software including online subscriptions - Seesaw</b>	\$20.00
<b>Specialist Class Supplies:</b> <i>Art, STEM, AUSLAN, Physical Education and Science</i>	\$40.00
<b>Printing and photocopying of learning materials.</b>	\$30.00
<b>Provision and upkeep of school devices, ICT</b>	\$50.00
<b>Total Curriculum Contributions ( per student )</b>	<b>\$220.00</b>

<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<b>School Building and Grounds Maintenance and Enhancement</b> Yarragon Primary School continues to maintain excellent buildings and grounds, however, the funding for this maintenance is not fully provided by DET. Contributions will assist in the upkeep of our playground equipment through regular yard maintenance, repairs, lawn maintenance and playground audits.  Our Pirate Ship is in desperate need of some TLC to meet safety requirements.	\$50.00
<b>Student Wellbeing</b> Yarragon Primary School places a high priority on the welfare of students and employs additional staffing that isn't funded by DET. This enables the school to provide more support to our students and families.	\$20.00
<b>Student and parent communication tool - Compass Education – School Management System</b>	\$20.00
<b>Library Maintenance and Enhancement</b>	\$10.00
<b>First aid and Hygiene</b>	\$10.00
<b>Total Other Contributions (per student)</b>	<b>\$110.00</b>

<b>Extra-Curricular Items and Activities –</b>	<b>Approximate anticipated cost</b>
Yarragon Primary School offers a range of items and activities that enhance or broaden students' schooling experience and are above and beyond what the school provides to deliver the Curriculum. These are provided on a user-pays basis and include sporting activities, excursions and Year level camps which will each incur a charge.	
<b>Grade 3/4 Camp Woorabinda approximate cost – Families will be invoiced.</b>	\$175.00
<b>School Photographs</b>	Costed individually
<b>Excursions and sporting activities</b>	Costed individually

### Voluntary Contributions

Yarragon Primary School also offers and welcomes the opportunity for families to make a financial contribution to the school of your own choice and discretion.

All monies received will assist with the cost of materials used by students in the educational programs over a range of areas to ensure that all students benefit from the contributions.



**PLEASE COMPLETE THIS FORM AND BRING IT WITH YOU ON THE DAY OF BOOK PACK COLLECTION**

- Thursday 25th January 2024 from 10 am – 1 pm
- Monday 29th January 2024 from 10 am – 1 pm

**Student Name/s:**  
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Category	Amount
Curriculum Contributions	\$
Other Contributions	\$
Voluntary Contributions	\$
<b>Total contribution to be received</b>	<b>\$</b>

Payment Methods	
In person	at the School General Office using Cash, EFTPOS
BPay	Biller Code: 87361 using your individual family reference number found in Compass under My Profile
Direct Deposit	Account Name: Yarragon Primary School Council BSB: 063 532      Account Number: 10088921 Reference: Student's <u>FULL</u> Name
Centrepay	available for families who receive Centrelink benefits. Please ask at the General Office for details and an application form
Payment Plan	Please contact Sharon to discuss further by either visiting the office or calling on 5634 2375

**Credit Card Payment Details**

Student / Family Name: .....

Credit Card Number:

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Expiry Date: ...../..... CVC: .....

Card Holder Name (as it appears on the card) : .....

Total Amount: \$.....

**Permission for YPS to process payment - Signature:** .....

# 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.