

Dear

Parent

Melton Primary is looking forward to another great year of teaching and learning and would like to advise you of Melton Primary School's parent payment arrangements for 2022.

Melton Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents. Schools provide students with free instruction to fulfil the standard Victorian curriculum and all contributions made by parents towards their child's education are voluntary. At Melton Primary School, we do not request Curriculum or Other Contributions from parents. We do however request that some educational items are purchased by families for students to use and own.

Other extra-curricular items and activities may be offered to students on a user-pays basis throughout the year.

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 learning environment we provide. Within our school, of recent times this support has allowed us to upgrade buildings and grounds.

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

#### **Educational items for students to own**

Each year the school will provide you with a list of educational items for students to own and they recommend you purchase from WINC for your child to individually own and use.

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

Melton Primary 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. At the commencement of the year, the school will provide via the newsletter a financial calendar that outlines all optional events and estimated costs for the year.

#### **Financial Support for Families**

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

- the Camps, Sports and Excursions Fund
- payment plans

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

Kelly Hunt- Business Manager

Ph: 03 97435335 | Email: [melton.ps@education.vic.gov.au](mailto:melton.ps@education.vic.gov.au)

#### **Payment Methods**

Bpay (online), Cash or card at school office

#### **Refunds**

If a child misses a school excursion/incursion due to a medical illness a medical certificate must be supplied to obtain a refund.

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

Yours sincerely,

*Vanessa Harrison*

# 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.