



# Alexandra Primary School

**'Be Your Best'**

Principal: Vicky Draper

[www.alexandraprimaryschool.com](http://www.alexandraprimaryschool.com)

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7<sup>th</sup> November 2022

Dear parent/guardian,

## 2023 Parent Payments

Alexandra Primary School is looking forward to another great year of teaching and learning and would like to advise you of the voluntary financial contributions schedule for 2023.

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:

- *Special curriculum experiences; ART & Drama, Physical Education and Japanese*
- *Enhanced digital learning opportunities; purchasing of classroom Chromebooks*
- *Digital online subscriptions Mappen, Mathletics & Reading Eggs*
- *School production*
- *Maintain & develop the school grounds*
- *Maintain sufficient class sets of books for students to develop their reading skills*
- *provide hands on maths equipment i.e.: measuring materials for teaching purposes*
- *deliver a range of sporting equipment*
- *arrange for individual student supplies and class bulk supplies*
- *offer effective first aid supplies for all students.*

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


Yours sincerely,

Vicky Draper  
Principal

Cat Thomas  
School Council President

ITEM	Annual Amount per STUDENT	Purchase (Please tick)
<b>CURRICULUM CONTRIBUTIONS</b> <ul style="list-style-type: none"> <li>Classroom consumables, materials &amp; equipment</li> <li>Online subscriptions: Mathletics, Reading Eggs &amp; Mappen</li> <li>Printing and photocopying of worksheets and learning materials</li> <li>ICT Devices – provision of Chromebooks from the shared classroom sets</li> </ul>	\$105	
<b>OTHER CONTRIBUTIONS</b> <ul style="list-style-type: none"> <li>First aid equipment &amp; supplies</li> <li>School grounds maintenance and improvements</li> <li>Student Welfare</li> </ul>	\$50	
<b>TAX DEDUCTIBLE CONTRIBUTIONS (per family)</b> <ul style="list-style-type: none"> <li>Building fund</li> <li>Library fund</li> </ul>	\$50 \$50	
<b>EXTRA-CURRICULAR ITEMS and ACTIVITIES Optional</b> <ul style="list-style-type: none"> <li>School Magazine/Yearbook</li> <li>Camps &amp; Excursions</li> <li>Incursions Program</li> </ul>	\$10 TBA \$32	

Extra-Curricular Activities	Amount
Optional camping program Prep Fun night, Gr 1 Sleepover, Gr 2, Gr 3/4, Gr 5, Gr 6	TBA
Optional Mountain Biking Program Gr 4-6	TBA
Optional Interschool Sports Gr 3-6 Swimming, X-country & Athletics	TBA
Optional Cross Country Skiing Program Gr 3-6	TBA
Incursions Program 2 x \$6, 2 x \$10	\$32 per student

Please tear off and return-  -----

ITEM	Item Amount	Number of students in your family	Annual Amount per FAMILY
Curriculum Consumables	\$105		\$
Other Contributions	\$50		\$
Tax Deductible Contributions	\$100		\$
Extra-Curriculum Items Magazine	\$10		\$
Extra-Curriculum Activities	\$32		\$
<b>TOTAL FAMILY CONTRIBUTION</b> <i>With many thanks</i>	Family Name:		

## Curriculum Contributions

Items and activities that students use, or participate in, to access the Curriculum, including:

- Computer applications where our students have their own individual password – At Alexandra Primary School we use Mappen, Mathletics and Reading Eggs
- Everyday items that your child will use in the classroom to learn the essential curriculum such as art supplies, physical education equipment, origami paper & cooking ingredients.

### **Other Contributions**

Non-Curriculum items and activities to support the daily operation and objectives of Alexandra Primary School, first aid supplies, student welfare and school grounds maintenance & improvement

### **Tax Deductible Contributions**

Tax deductible contributions made per family to towards Alexandra Primary School

- Building fund (to support renovations, upgrades, and maintenance of school infrastructure)
- Library fund (to support book purchases and other equipment that sustain the library as a valuable resource)

### **Extra-Curricular (OPTIONAL) Items and Activities**

Alexandra 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 Curriculum. These are provided on a user-pays basis. Details of these items and activities will be provided to students and families throughout the year. Our incursions program offering one incursion each term ie “Beauty & the Beast” and “World of Science” etc

### **Financial Support for Families**

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

- State Schools’ Relief provides financial support for eligible families to purchase clothing/uniforms at a reduced rate
- Camps, Sports and Excursions Fund provides payments for eligible students to attend camps, sports and excursions
- Payment plans for Extra-Curricular items and activities

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Lynne Savage, Business Manager on 5772 1006, or email [alexandra.ps@education.vic.gov.au](mailto:alexandra.ps@education.vic.gov.au)

### **Payment methods**

Parent contributions towards the requested payments is essential to maintain the quality of education that we provide at Alexandra Primary School. Payment can be made electronically via BPAY. Please note your families unique BPAY Reference below:



**Biller Code:**  
**Ref:**

Alternatively, cash or cheque payments can be made directly at APS Office.

### **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 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.