



25<sup>th</sup> October 2023

Dear Parent/Guardian,

Billanook Primary School is looking forward to another great year of teaching and learning and would like to advise you of Billanook Primary Schools' 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, fortunately at Billanook Primary School we have a very high contribution collection rate. 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 will allow us to continue to update our trolley of laptop computers for our Level 3-6 students to share with their neighbouring class. It allows us to maintain our fleet of iPads that are used from Foundation to Level 2. The contribution to the Grounds and Maintenance fund has provided the opportunity to build a new imagination play space with car track and landscaping upgrades throughout the school.

In 2024 we are implementing a Kitchen Garden Program for our level 3 and 4 students.

Department of Education guidelines now mandate that schools are unable to provide parents with a statement of fees.

**Ordering Student Book Back and Payment Method is the same as 2023. No stationary will be collected from school.**

Order your Student Booklist Pack and pay your financial contributions at <https://booklist.officebrands.com.au/Croydon> please see attached flyer for ordering information and instructions.

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

Yours sincerely,

**Michael Puddy**  
Principal

**Paul Garnsworthy**  
School Council President



## BILLANOOK PRIMARY SCHOOL 2024 FINANCIAL CONTRIBUTIONS



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>English – book boxes, class sets, novels, readers</li> <li>Mathematics – numeracy blocks, calculators, textbooks, maths kits</li> <li>Science – ingredients, books, shared classroom materials</li> <li>Art – paint, crayons, clay, glitter, coloured paper, card, material</li> <li>Sport – equipment, ribbons, materials</li> <li>Library – books &amp; subscriptions</li> <li>Printing – copying of worksheets and learning materials</li> </ul>	\$140.00
<b>ICT Learning Programs / Digital Technologies</b> Digital Subscriptions to Essential Assessment, Cyber Safety Computer Software, Technical Support,  Provision of devices from the shared classroom sets.	\$ 44.00 (Lvl F-2) \$ 52.00 (Lvl 3-6)  \$ 65.00
Level 3/4 Kitchen Garden Program	\$ 100.00
<b>TOTAL Curriculum Contributions-</b>	<b>\$ 249.00 (Lvl F-2)</b> <b>\$ 357.00 (Lvl 3-4)</b> <b>\$ 257.00 (Lvl 5-6)</b>
Education items for students to own	
Student Booklist Pack purchased separately through <a href="https://booklist.officebrands.com.au/Croydon">https://booklist.officebrands.com.au/Croydon</a> - dollar amount varies for each year level	Plus, student booklist pack
Other Contributions - for non-curriculum items and activities	Amount
<b>First Aid – (per student)</b> First aid materials and supplies	\$20.00
<b>Grounds &amp; Maintenance – (per family)</b> Grounds and Maintenance contributions are used to assist in maintaining the school's grounds, this includes larger scale works that cannot be completed at working bees.	\$60.00

### Educational items for students to own

To access the list of items that the school recommends you purchase from Ross Office Supplies for your child to individually own and use, **please see attached flyer with instructions on how to access the Student Booklist for you to download.**

## Extra-Curricular Items and Activities

Billanook 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.

Extra-Curricular Items and Activities – User Pays Basis	Amount
Optional school photos	\$TBA
Optional school camp for years 3-6	\$TBA
Optional interschool sports, athletics, cross country	\$TBA
Other optional incursions and excursions to be scheduled	\$TBA
Optional level 6 graduation and level 6 uniform	\$TBA

## Financial Support for Families

Billanook Primary School understands that some families may experience financial difficulty and offers a range of support options, including the Camps, Sports and Excursions Fund (CSEF) & State Schools Relief. If you think you will have difficulty making payments, please contact Lani Hetherton, Business Manager, via the General Office, to discuss possible support options and flexible payment arrangements. Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential. For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact our Business Manager:

Lani Hetherton  
[Lani.hetherton@education.vic.gov.au](mailto:Lani.hetherton@education.vic.gov.au)  
Phone: (03) 9728 2624

## Payment methods

Order your Student Booklist Pack and pay your financial contributions at <https://booklist.officebrands.com.au/Croydon> please see attached flyer for ordering information and instructions.

## Refunds

Our school will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. Generally, we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment.

# 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.