

PARENT PAYMENTS ARRANGEMENTS

Roxburgh Park Primary School is looking forward to another great year of teaching and learning and would like to advise you of Roxburgh Park Primary School's voluntary financial contributions for 2022.

Please find the contribution schedule for Roxburgh Park Primary School outlined below along with the book pack list for 2022.

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 deliver an exceptional level of education for all students. Including high quality literacy and library resources and numeracy materials to support learning for all students.

Roxburgh Park Primary School makes every effort to keep the cost of contributions requests to a minimum and affordable for all parents.

Roxburgh Park Primary School Council will annually review parent payments requested to ensure they are in line with Department of Education & Training guidelines. Charges will be itemized, costed and categorized as Curriculum Contributions, Other Contributions, Extra-Curricular Items and Activities or Voluntary Financial Contributions.

For further information on the Department's Parent Payments Policy please see a one-page overview attached or [department's PAL policy](#)

Yours sincerely,

Samantha Kenely
Acting Principal

Kim Khalifa
School Council President

Financial Support for Families

Roxburgh Park 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) to eligible Parents
- State School's Relief support available for uniforms / footwear (contact office for further details)
- Flexible payment arrangements
- Local community supports

For further information refer to Roxburgh Park Primary School's [Hardship Policy](#) on our website.

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

Business Manager: Deb Jones

Ph: 03 9303 9335 | Email: roxburgh.park.ps@education.vic.gov.au

Payment methods

- EFTPOS - at the office or contact the school on 9303 9335 for telephone EFTPOS payment
- BPay – Please contact the school for your Family BPay details.
- Direct Bank Deposit – please add your child/ren’s name in the narration field

Account Name: Roxburgh Park Primary School Council Official Account
BSB: 063-875
Account #: 10186502

Refunds

Refunds will be considered on a case-by-case basis and if approved will be credited to the family account/statement for future use. RPPS has the discretion to provide refunds to families and may do so where it is reasonable and fair (for example, if the school has not incurred a cost).

For further information on the Department’s Parent Payment Policy please see a one-page overview attached. The full Parent Payments Policy is available from the Department at education.

Educational items for students to own

Attached is a list of items that the school recommends you purchase from **“Paperchase – Office National”** for your child to individually own and use.

Book Packs	Amount
Foundation	\$76.47
Year 1	\$78.91
Year 2	\$79.56
Year 3	\$61.72
Year 4	\$66.19
Year 5	\$66.16
Year 6	\$67.99

Online Ordering Procedure

1. Go to <http://booklist.paperchase.com.au>
2. ENTER THIS SCHOOL ACCESS CODE: **BTSRPPS**
3. Click ‘Create Order’, Enter students first and last name, choose year level from the drop-down list and follow the prompts to place your order.

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Classroom consumables, materials & equipment</i> <ul style="list-style-type: none"> • Visual Art – paint, crayons, canvas, glitter, coloured paper - \$5 • Performing arts – instruments, music, props, costumes - \$5 • Science – chemicals, equipment - \$8 • Sports – equipment - \$8 	\$26
<i>Online Subscriptions</i> <ul style="list-style-type: none"> • Mathletics - \$5.50 • Reading Eggs - \$2.50 • PAT assessments (reading, maths, science) \$8 	\$16
<i>ICT Devices – provision of devices from the shared classroom sets</i>	\$20
<i>Printing and photocopying of worksheets and learning materials</i>	\$10
<i>Student diaries</i>	\$ 9
Other Contributions - for non-curriculum items and activities	Amount
<i>Student wellbeing programs</i>	\$5
<i>First aid equipment</i>	\$5
<i>School grounds maintenance and improvements</i>	\$5
Total Amount	\$

Extra-Curricular Items and Activities

Roxburgh Park 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.

Extra-Curricular Items and Activities	Amount
<i>Optional Prep breakfast</i>	\$ TBA
<i>Optional Grade 1 Stay late Grade 2 sleep over</i>	\$ TBA
<i>Optional Grade 3/4 & 5/6 school camp</i>	\$ TBA
<i>Optional Year 5/6 Sport Gala days</i>	\$ TBA
<i>Optional Year 5-6 Interschool Sports program</i>	\$ TBA

Payment Summary	
STUDENT NAME :	Current GRADE :
Curriculum Contributions (74408)	\$
Other Contributions (74409)	\$
GRAND TOTAL	\$
METHOD OF PAYMENT	
<input type="checkbox"/> EFTPOS <input type="checkbox"/> BPAY	
Processed by :	Date :

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.

School Council Approved on:	Signed by School Council President:	Scheduled for review:
18 th October, 2021	Kim Khalifa	September 2022