



## Surfside Primary School

31-65 John Dory Drive,  
P. O. Box 749  
Ocean Grove Victoria 3226  
Tel: (03) 5256 1411

E-mail: [surfside.ps@education.vic.gov.au](mailto:surfside.ps@education.vic.gov.au)

15<sup>th</sup> November 2023

Dear Parents and Guardians,

Surfside Primary School is looking forward to another great year of teaching and learning and would like to advise you of Surfside Primary School's parent payment arrangements for 2024.

Schools provide students with free instruction to fulfil the standard Victorian curriculum. Surfside Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents where contributions are required.

Surfside Primary is a non-profit organisation. All of the monies received and/or raised by the school are used to finance learning programs and to maintain and develop our school buildings and grounds. The difference between funds provided by the Department of Education and Training through our Student Resource Package and those required for this school to operate to the high standard that we expect, leaves a shortfall which our School Council attempts to raise through School Council Voluntary Contributions and other local activities (eg. interest, fundraising, commissions etc.)

We recommend that students have their own stationery throughout the year; items listed, in order to maximise participation in the learning opportunities presented.

Our classroom teachers carefully prepare items that form our stationary offered for purchase. Each year level reflects the items that can best support delivery of their planned program.

We have negotiated the best price for quality supplies, ease of purchase, guaranteed delivery date and ready in the classrooms for the beginning of the school year.

Parents/guardians are also able to purchase items independently from other suppliers, and we ask that items are to be the equivalent items shown on the booklist. We ask that you indicate your intention via a link that will be made available on Compass.

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

Your financial support enables us to provide a wide range of programs and enhance our resources such as Digital Technologies and our fantastic Kitchen Garden Program, LOTE, and Art programs. These contributions allow us to provide resources and activities that are not otherwise provided for through the Department's Student Resource Package.

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

Regards,

**Peter Walsh**  
**Principal**

**Eloise Cann**  
**School Council President**

## Parent Payment Arrangements for 2023 Foundation

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables – items purchased in bulk eg. glue, coloured paper for writing, drawing and crafting, string etc. Art – paint & craft materials for art including drawing & painting materials, oil pastels, charcoal, acrylic paints, pva glue, pens, craft paper, clay, inks etc Library – books and subscriptions LOTE – Indonesian workbooks and shared classroom materials Sports – equipment, ribbons, materials Swimming and water safety – Entrance to Pool for a 2 week program	\$60.00          \$50.00
ICT Devices – provision of devices, applications and maintenance of the shared classroom sets of ipads and technology, for Foundation to Year 2.	\$10.00
Foundation Online Subscriptions <ul style="list-style-type: none"> <li>• See Saw Online Learning \$9.50 – Student Learning and Engagement Program</li> <li>• Mathematics Online Interview (Free) – Targeted Maths tool</li> <li>• Nessy Learning \$9.00 - Educational Literacy Based Activities</li> <li>• Dibels – Literacy Assessment Tool \$2.00</li> <li>• Book Creator – Creative stories \$4.50</li> </ul>	\$25.00
Communication - the provision of Compass communication including ‘Push Notification’ news and attendance sms messaging to families	\$5.00
<b>Educational items for students to own:</b> These stationary lists have been put together by the teachers and include the majority of your child’s requirements for the year. This pack will be ordered for your child. <b>If you wish to purchase elsewhere please let the school know and collect an itemised stationary list before the end of term.</b>	\$77.00
<b>Total Amount</b>	<b>\$227.00</b>
Other Contributions - for non-curriculum items and activities	
Student wellbeing programs	\$
Kitchen Garden Program - Grounds maintenance and improvements	\$
Tax deductible contributions:	
Building Fund - A tax-deductible contribution to support renovations, upgrades, and maintenance of our School Kitchen.	\$

### Extra-Curricular Items and Activities

Surfside 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. These can be paid at the time of the event via Compass.

Extra-Curricular Items and Activities – Approximate costs only These can be paid at the time of the event via Compass	Amount
Excursions x 2 @ \$35	\$70
Incursions x 2 @\$10	\$20

## Parent Payment Arrangements for 2023 Year 1

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables – items purchased in bulk eg. glue, coloured paper for writing, drawing and crafting, string, google eyes etc. Art – paint & craft materials for art including drawing & painting materials, oil pastels, charcoal, acrylic paints, pva glue, pens, craft paper, clay, inks etc Library – books and subscriptions LOTE – Indonesian workbooks and shared classroom materials Sports – equipment, ribbons, materials Swimming and water safety – Entrance to Pool for a 2 week program	\$60.00          \$50.00
ICT Devices – provision of devices, applications and maintenance of the shared classroom sets of ipads and technology, for Foundation to Year 2.	\$10.00
Year 1 Online Subscriptions <ul style="list-style-type: none"> <li>• See Saw Online Learning \$9.50 – Student Learning and Engagement Program</li> <li>• Mathematics Online Interview (Free) – Targeted Maths tool</li> <li>• Nessy Learning \$9.00 - Educational Literacy Based Activities</li> <li>• Dibels – Literacy Assessment Tool \$2.00</li> <li>• Book Creator – Creative stories \$4.50</li> </ul>	\$25.00
Communication - the provision of Compass communication including ‘Push Notification’ news and attendance sms messaging to families	\$5.00
<b>Educational items for students to own:</b> These stationary lists have been put together by the teachers and include the majority of your child’s requirements for the year. This pack will be ordered for your child. <b>If you wish to purchase elsewhere please let the school know and collect an itemised stationary list before the end of term.</b>	\$68.00
<b>Total Amount</b>	<b>\$218.00</b>

Other Contributions - for non-curriculum items and activities	Amount
Student wellbeing programs	\$
Kitchen Garden Ground maintenance and improvements	\$
<b>Tax deductible contributions</b>	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of our School Kitchen.	\$

### Extra-Curricular Items and Activities

Surfside 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. These can be paid at the time of the event via Compass.

Extra-Curricular Items and Activities – Approximate costs only These can be paid at the time of the event via Compass	Amount
Excursions x 2 @ \$35	\$70
Incursions x 2 @\$10	\$20

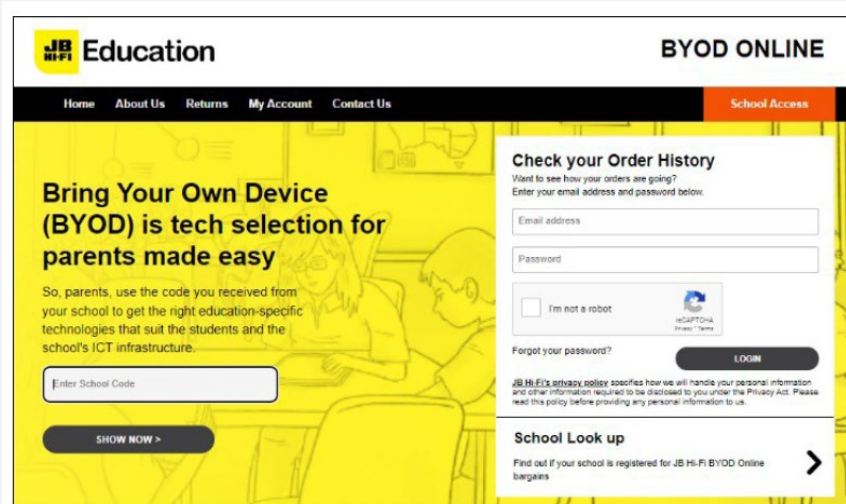


## Parent Payment Arrangements for 2023 Year 3

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables – items purchased in bulk eg. glue, coloured paper for writing, drawing and crafting, string, google eyes etc. Art –paint & craft materials for art including drawing & painting materials, oil pastels, charcoal, acrylic paints, pva glue, pens, craft paper, clay, inks etc Library – books and subscriptions LOTE – Indonesian workbooks and shared classroom materials Sports – equipment, ribbons, materials Kitchen Program Consumables Swimming and water safety – Entrance to Pool for a 2 week program	 \$40.00  \$20.00 \$50.00
Year 3 Online Subscriptions <ul style="list-style-type: none"> <li>• See Saw Online Learning \$9.50 – Student Learning and Engagement Program</li> <li>• Essential Assessment \$14.50 – Targeted Maths and Literacy Program</li> <li>• Nessy Learning \$9.00 - Educational Literacy Based Activities</li> <li>• Dibels – Literacy Assessment Tool \$2.00</li> <li>• Book Creator – Creative stories \$4.50</li> <li>• JAMF – Device management \$5.00</li> <li>• iTunes Apps Targeting Maths &amp; Literacy \$10.00</li> </ul>	 \$54.50
Communication - the provision of Compass communication including 'Push Notification' news and attendance sms messaging to families	\$5.00
<b>Educational items for students to own:</b> These stationary lists have been put together by the teachers and include the majority of your child's requirements for the year. This pack will be ordered for your child. <b>If you wish to purchase elsewhere please let the school know and collect an itemised stationary list before the end of term.</b>	\$65.00
<b>Total Amount</b>	<b>\$234.50</b>

BYOD iPad – Years 3 to 6 Digital Learning curriculum
<p>In 2024 Surfside Primary will continue the use of iPads as part of our one-to-one I.C.T (Information Communication Technology) strategy for students in grades 3-6. All families are requested to provide their child with an iPad for school use from grades 3 – 6.</p> <p>Families will have the option of purchasing an iPad through a retailer of their choice or they can utilise the 2024 JB HiFi BYOD Portal.</p> <p>Using the BYOD portal, parents can view education offers on approved iPad models, cases and accessories. AppleCare+ and insurance options are also available.</p> <p><b>Most importantly, a sturdy case and a screen protector is strongly recommended as it will protect the iPad from the rigours of school life.</b></p> <p>Further information please refer to our BYOD Handbook 2024 document and ICT Agreement.</p> <p><b>Optional supplier: JB Hi Fi Education</b></p> <p>The steps below outline the process to access the BYOD portal.</p> <ol style="list-style-type: none"> <li>1. Go to <a href="https://www.jbeducation.com.au/byod/">https://www.jbeducation.com.au/byod/</a></li> <li>2. Enter the provided School BYOD Code for Surfside Primary School: <b>SURFSIDEPS24</b></li> <li>3. Select a student program <b>YEAR 3 to 6</b></li> </ol>

4. Select a preferred delivery method
5. Follow the prompts to choose the desired products, accessories, optional extended warranties, optional accidental damage protection and loss and theft insurance.
6. Enter personal details to proceed
7. Select a payment method and complete the order. Please note that there is no surcharge on credit card purchases.
8. If there are any questions, parents can contact JB Hi-Fi Education at:  
<https://www.jbeducation.com.au/byod> or call 1300 730 548 or email [byodsupport@jbhifi.com.au](mailto:byodsupport@jbhifi.com.au)  
 Or their FAQ Page at <https://www.jbeducation.com.au/byod/?content=fags>



Other Contributions - for non-curriculum items and activities	
Student wellbeing programs	\$
Kitchen Garden Ground maintenance and improvements	\$
Tax deductible contributions	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of our School Kitchen.	\$

### Extra-Curricular Items and Activities

Surfside 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. These can be paid at the time of the event via Compass.

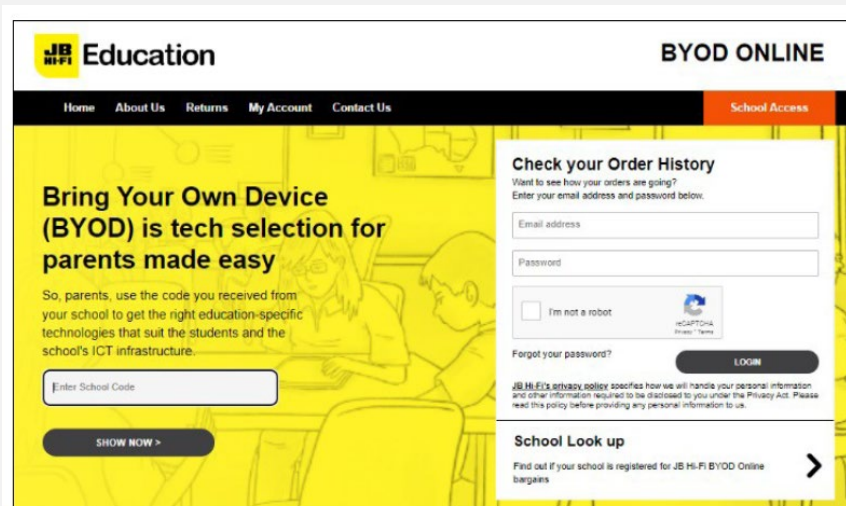
Extra-Curricular Items and Activities – Approximate costs only These can be paid at the time of the event via Compass	Amount
Excursions x 2 @ \$40	\$80
Athletics, Cross Country	\$30
Incursions x 2 @\$10	\$20

## Parent Payment Arrangements for 2023 Year 4

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables – items purchased in bulk eg. glue, coloured paper for writing, drawing and crafting, string, google eyes etc. Art – paint & craft materials for art including drawing & painting materials, oil pastels, charcoal, acrylic paints, pva glue, pens, craft paper, clay, inks etc Library – books and subscriptions LOTE – Indonesian workbooks and shared classroom materials Sports – equipment, ribbons, materials	\$40.00
Kitchen Program Consumables	\$20.00
Swimming and water safety – Entrance to Pool for a 2 week program	\$50.00
Year 4 Online Subscriptions <ul style="list-style-type: none"> <li>See Saw Online Learning \$9.50 – Student Learning and Engagement Program</li> <li>Essential Assessment \$14.50 – Targeted Maths and Literacy Program</li> <li>Nessy Learning \$9.00 - Educational Literacy Based Activities</li> <li>Dibels – Literacy Assessment Tool \$2.00</li> <li>Book Creator – Creative stories \$4.50</li> <li>JAMF – Device management \$5.00</li> <li>iTunes Apps Targeting Maths &amp; Literacy \$10.00</li> </ul>	\$54.50
Communication - the provision of Compass communication including 'Push Notification' news and attendance sms messaging to families	\$5.00
<b>Educational items for students to own:</b> These stationary lists have been put together by the teachers and include the majority of your child's requirements for the year. This pack will be ordered for your child. <b>If you wish to purchase elsewhere please let the school know and collect an itemised stationary list before the end of term.</b>	\$78.00
<b>Total Amount</b>	<b>\$247.50</b>

BYOD iPad – Years 3 to 6 Digital Learning curriculum
<p>In 2024 Surfside Primary will continue the use of iPads as part of our one-to-one I.C.T (Information Communication Technology) strategy for students in grades 3-6. All families are requested to provide their child with an iPad for school use from grades 3 – 6.</p> <p>Families will have the option of purchasing an iPad through a retailer of their choice or they can utilise the 2024 JB HiFi BYOD Portal.</p> <p>Using the BYOD portal, parents can view education offers on approved iPad models, cases and accessories. AppleCare+ and insurance options are also available.</p> <p><b>Most importantly, a sturdy case and a screen protector is strongly recommended as it will protect the iPad from the rigours of school life.</b></p> <p>Further information please refer to our BYOD Handbook 2024 document and ICT Agreement.</p> <p><b>Optional supplier: JB Hi Fi Education</b></p> <p>The steps below outline the process to access the BYOD portal.</p> <ol style="list-style-type: none"> <li>1. Go to <a href="https://www.jbeducation.com.au/byod/">https://www.jbeducation.com.au/byod/</a></li> <li>2. Enter the provided School BYOD Code for Surfside Primary School: <b>SURFSIDEPS24</b></li> <li>3. Select a student program <b>YEAR 3 to 6</b></li> <li>4. Select a preferred delivery method</li> </ol>

5. Follow the prompts to choose the desired products, accessories, optional extended warranties, optional accidental damage protection and loss and theft insurance.
6. Enter personal details to proceed
7. Select a payment method and complete the order. Please note that there is no surcharge on credit card purchases.
8. If there are any questions, parents can contact JB Hi-Fi Education at:  
<https://www.jbeducation.com.au/byod> or call 1300 730 548 or email [byodsupport@jbhifi.com.au](mailto:byodsupport@jbhifi.com.au)  
 Or their FAQ Page at <https://www.jbeducation.com.au/byod/?content=fags>



Other Contributions - for non-curriculum items and activities	
Student wellbeing programs	\$
Kitchen Garden Ground maintenance and improvements	\$
Tax deductible contributions	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of our School Kitchen.	\$

### Extra-Curricular Items and Activities

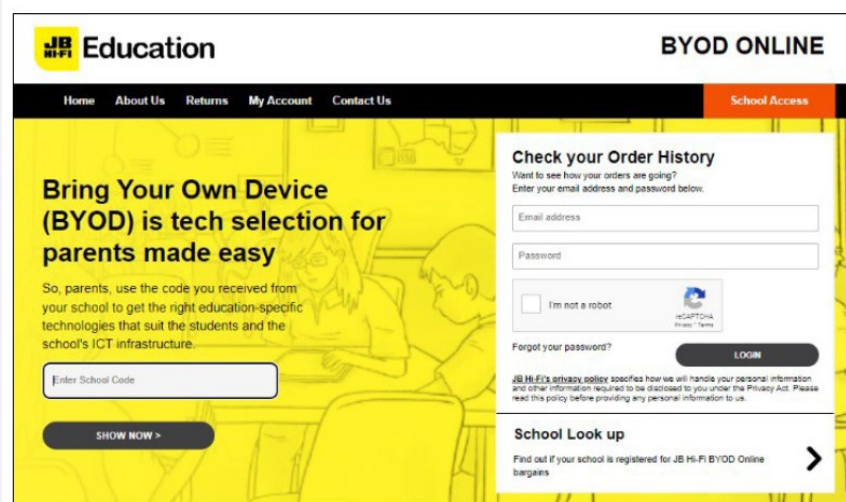
Surfside Primary School offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis. These can be paid at the time of the event via Compass.

Extra-Curricular Items and Activities – Approximate costs only	Amount
These can be paid at the time of the event via Compass	
Excursions x 2 @ \$40	\$80
Athletics, Cross Country	\$30
Grade 4 Camp	\$250
Incursions x 2 @\$10	\$20





5. Follow the prompts to choose the desired products, accessories, optional extended warranties, optional accidental damage protection and loss and theft insurance.
6. Enter personal details to proceed
7. Select a payment method and complete the order. Please note that there is no surcharge on credit card purchases.
8. If there are any questions, parents can contact JB Hi-Fi Education at:  
<https://www.jbeducation.com.au/byod> or call 1300 730 548 or email [byodsupport@jbhifi.com.au](mailto:byodsupport@jbhifi.com.au)  
 Or their FAQ Page at <https://www.jbeducation.com.au/byod/?content=fags>



Other Contributions - for non-curriculum items and activities	
Student wellbeing programs	\$
Kitchen Garden Ground maintenance and improvements	\$
Tax deductible contributions	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of our School Kitchen.	\$

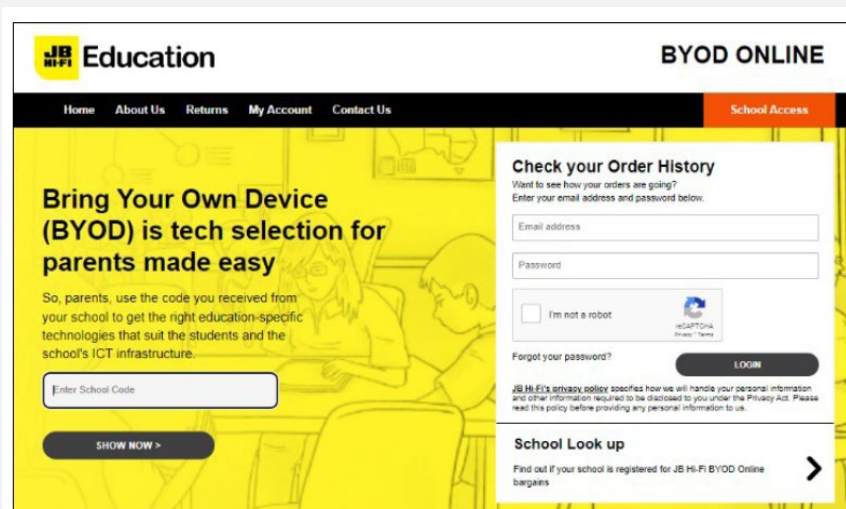
### Extra-Curricular Items and Activities

Surfside 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. These can be paid at the time of the event via Compass.

Extra-Curricular Items and Activities – Approximate costs only	Amount
These can be paid at the time of the event via Compass	
Excursions x 2 @ \$40	\$80
Cross Country, Athletics, Interschool Sport	\$40
Incursions x 2 @\$10	\$20



6. Enter personal details to proceed
7. Select a payment method and complete the order. Please note that there is no surcharge on credit card purchases.
8. If there are any questions, parents can contact JB Hi-Fi Education at:  
<https://www.jbeducation.com.au/byod> or call 1300 730 548 or email [byodsupport@jbhifi.com.au](mailto:byodsupport@jbhifi.com.au)  
 Or their FAQ Page at <https://www.jbeducation.com.au/byod/?content=fags>



Other Contributions - for non-curriculum items and activities	
Student wellbeing programs	\$
Kitchen Garden Ground maintenance and improvements	\$
Tax deductible contributions	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of our School Kitchen.	\$

### Extra-Curricular Items and Activities

Surfside 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. These can be paid at the time of the event via Compass.

Extra-Curricular Items and Activities – Approximate costs only These can be paid at the time of the event via Compass	Amount
Excursions x 2 @ \$40	\$80
Grade 6 Camp	\$570
Cross Country, Athletics, Interschool Sport	\$40
Incursions x 2 @\$10	\$20

## Financial Support for Families




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

- *Camps, Sports and Excursions Funding (CSEF)*
- *State Schools Relief Fund*
- *Surfside Helping Hands*
- *Local community supports.*
- *Flexible payment plans for extra-curricular activities*
- *Second-hand uniform items through our school office*

For a confidential discussion about accessing these services, or if you would like to discuss alternative arrangements, please contact Principal Peter Walsh or Business Manager Ebony Anderson via Phone: 03 5256 1411 or email:

[surfside.ps@education.vic.gov.au](mailto:surfside.ps@education.vic.gov.au)

## Payment methods

Payment Option	Explanation	How to set this up...
 <b>Compass</b>  <b>CompassPay</b>	Compass software our communication system.  Our aim is to streamline communication to and from school.  Accessed via web browser or the free app, this enables paperless consent and payment for school-based activities to save parent's time.	Make payments using a credit card, allows you to have an individual child's payment record within the app.  Individual login access required.  App is available for Smartphones from the App Store.  Website address for Compass <a href="https://surfsideps-vic.compass.education/">https://surfsideps-vic.compass.education/</a>
 <b>BPay</b>	Payment can be made by using your bank account's online banking function, with the Surfside BPay Biller Code <u>87361</u> and your unique Reference Number.	BPay Biller Code and Reference Number can be requested at our School Office, and displayed on your Family Statement.  BPay can be used as needed or set as a regular payment instalment.
 <b>centrelink</b> <b>CentrePay</b>	Centrelink will take payments out of your fortnightly benefit and transfer it to the school. This can be done as a once off or regularly.	You can apply for CentrePay deductions online at <a href="http://www.humanservices.gov.au/customer/services/centrelink/centrepay">http://www.humanservices.gov.au/customer/services/centrelink/centrepay</a>
<b>Cash, EFTPOS or Credit Card</b>	Cash or Eftpos directly to our office.	Payments can be made at our School Office in person or over the phone.
<b>Camps Sports and Excursions Fund (CSEF)</b>	Families holding a valid means-tested concession card or foster parents are eligible to apply for funding \$125 per student to assist with the cost of Camps Sports and Excursions.	Applications can be made at the School Office until June for this yearly fund.  Eligibility: the parent/carer card must be valid on the first day Term 1 (29 <sup>th</sup> January 2024) or Term 2 (15 <sup>th</sup> April 2024)

## Refunds

Refunds are to be requested in writing to our office or by email sent to: [surfside.ps@education.vic.gov.au](mailto:surfside.ps@education.vic.gov.au)

### Curriculum Contributions:

- Fully refundable if paid in the preceding year and the student does not commence at Surfside Primary School.
- Pro-rata per terms following exit date, e.g. exit middle term 1, then terms 2-4 will be refunded.
- Nil refund after the commencement of term 4.

### Extra-Curricular Items and Activities:

Students withdrawing from camps and excursions, optional item activities will not automatically be entitled to a refund.

- Full refund will be payable where NO COST is incurred by the school when:
  - It is viable the school can approve another student to fill the place
  - The Principal deems the student's withdrawal is unavoidable e.g. Illness with a medical certificate presented.
- Partial refund will be payable when:
  - The Principal deems the student's withdrawal is unavoidable. In such case, the refund will be the amount paid, less any expenses incurred by the school because of the withdrawal
- No refund will be payable when:

- The Principal deems the student’s withdrawal was avoidable and/or the school has incurred the full cost of the excursion/incursion, camp, extra-curricular activity, or optional activity.
- Camps and Swimming Program:
  - Due to planning and advance payment to confirm bookings, a medical certificate is required for the period of the activity before a refund is considered. The refund will be the amount paid less expenses incurred by the school because of the withdrawal.

**Other Contributions:**

Other contributions are refundable when paid in the preceding year and the student does not commence the school year.

**Totals**

Parents may wish to use CompassPay via Course Confirmations as a payment option OR please return the information below with payment to the office. Thank you.

**2024 Parent Payment Arrangements  
Totals**

*Student:* \_\_\_\_\_ *Year Level:* \_\_\_\_\_

*Student:* \_\_\_\_\_ *Year Level:* \_\_\_\_\_

*Student:* \_\_\_\_\_ *Year Level:* \_\_\_\_\_

*Student:* \_\_\_\_\_ *Year Level:* \_\_\_\_\_

Category	Totals
<b>Curriculum Contributions:</b> F / Yr 1 / 2 / 3 / 4 / 5 / 6 including booklist (Y / N)	\$
<b>Other Contributions:</b>	
Student Wellbeing <span style="float: right;"><i>(Non-tax deductible)</i></span>	\$
Kitchen Garden Program <span style="float: right;"><i>(Non-tax deductible)</i></span>	\$
Kitchen Building Fund <span style="float: right;"><i>(Tax-deductible)</i></span>	\$
<b>Extra-Curricular Items and Activities:</b> We suggest parents/guardians provide consent and payment in the lead up to these events via Compass or to the general office.	\$
<b>Total</b>	<b>\$</b>

# 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.