



CURIOSITY · KINDNESS · COURAGE · RESILIENCE

Dear Parent/Guardian,

Port Melbourne Primary School is very proud of the quality programs that we have put in place to cater for the needs and interests of all our students and would like to advise you of our school's voluntary financial contributions 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, programs and support for our students that our Port Melbourne community has come to expect.

Within our school your support has allowed us to provide a fully resourced sports, arts and French program, enhanced digital learning opportunities, extensive STEM resources, a continually refreshed and contemporary library collection and new library furniture, air-conditioned classrooms and faster WIFI and internet to name a few.

In 2023 your contributions focus will continue to be on the student's education and classroom resources to support our teachers and will also be on much needed grounds improvements. We will be building a new senior student playground, resurfacing the outside basketball court, providing junior students with a safe ball sports area by building a soccer pitch to the north of the gymnasium and finally a tactile passive playground near the new administration entrance. Your investment in curriculum resources has contributed to improved academic results at the school. The grounds improvements will have a profound effect on our students overall enjoyment of and connectedness to school.

No student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or other contribution.

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

Yours sincerely,

Rohan Cooper
Principal

Gareth Lewis
School Council President

Educational items for students to own / Curriculum Contributions: A list of items that the school strongly recommends you purchase for your child to individually own and use directly is available at [Rapid Office Supplies](#), where you can order them online. Families have the option of purchasing these materials from other sources but this should be done in consultation with the school, as specific items are required. The Mathletics subscription can only be sourced through the school. The school makes every effort to keep the cost of items at a minimum by buying in bulk.

Other Contributions: Port Melbourne Primary School continues to welcome your voluntary contributions to support non-curriculum items and activities that relate to the school's functions and objectives. You can make a general voluntary contribution that goes towards all of our school's most important priorities for 2023 as well as providing additional activities and services for all students. Alternatively, you can make voluntary contributions towards specific priorities: These items and activities are designed to broaden the school experience for your child.

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Stationery pack, including Mathletics subscription – content and cost vary by year level – refer separate communication including details (including how to pay directly to Rapid Office Supplies).</i>	\$N/A
Other Contributions - for non-curriculum items and activities	Amount
<i>Voluntary Contributions (suggested amounts):</i> <ul style="list-style-type: none"> • 1 child - \$585 • 2 children - \$875 • 3 or more children - \$1050 	\$
<i>School Assistance fund: a voluntary payment to provide Curriculum Consumables for families unable to purchase these items due to financial hardship</i>	\$
<i>School grounds maintenance and improvements (previously the Working Bee Levy - suggested amount) \$50</i>	\$
Tax deductible contributions	
Building fund. <i>A tax-deductible contribution toward the recarpeting of two B Block classrooms and the Library (suggested amount) \$150</i>	\$
Library fund. <i>A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. (suggested amount) \$50</i>	\$
Total Amount	\$

Extra-Curricular Items and Activities: Port Melbourne Primary School also 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. Optional events including camps and excursions will be payable through Compass throughout the school year.

Financial Support for Families

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

- the Camps, Sports and Excursions Fund – a \$125 annual payment by the state government to families with Pension or Health Care Cards to be used towards excursions and camp payments.
- State Schools' Relief Committee – for clothing and uniform support
- Welfare and Support Agencies

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

Business Manager – Kaye Linsdell or Youth Worker – Amelia Ingram

Ph: 03 9464 1001 | Email: kaye.linsdell@education.vic.gov.au

Payment methods

Our preferred method of payment is COMPASS. Payments can be made through Compass using your Family log in. You can also pay by cash and credit card at Reception or through BPay (if paying by Bpay please email details of your payment to: port.melbourne.ps@education.vic.gov.au.)

We appreciate that some families may prefer to pay via instalment. If full payment at this time presents difficulties please consider registering an Instalment Plan on COMPASS to commence in 2022 or contact the Office Manager, Jessica Lechte (Jessica.lechte@education.vic.gov.au) to prepare a payment plan commencing in 2023.

Please contact Business Manager, Kaye Linsdell: (kaye.linsdell@education.vic.gov.au) or 9646 1001, if required to otherwise confidentially support you in preparing for the 2023 school year.

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, [Port Melbourne Primary School Family Refunds Policy](#) and any other relevant information.

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.