



Dear Parent/Guardian,

Toolamba Primary School is looking forward to another great year of teaching and learning and would like to advise you of our 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. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and resources 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.

The environment and resources that we enjoy today represent the contributions made by the school community over many years. This support has:

- enabled a greater access to quality educational programs and special curriculum experiences
- permitted the school to build on a high quality and diverse range of literature to engage students in the reading process
- enabled us to have the appropriate technology to support both onsite and remote learning needs
- provided hands on maths equipment i.e.: measuring materials for teaching purposes
- delivered a range of sporting, science, art and musical equipment
- provided a range of construction toys for developmental play
- facilitated the provision of some fully or partially subsidised excursions and activities
- assisted with the maintenance and development of the school grounds
- enabled the provision of social and celebratory functions such as Graduation and Concert

Please find attached details about Toolamba Primary School's Parent Payment schedule for 2024, which includes an overview of what parent payments will contribute towards.

Department of Education guidelines now mandate that schools are unable to provide parents with a statement of fees. With this in mind, please review the attached documents for an indication of what your financial contributions enable, for your child at school.

For further information on the Department's Parent Payments Policy please see an overview on pages 7, 8 & 9.

What this means for you:

- You are required to purchase back-to-school packs for your child/ren from COS, or source yourselves.
- COS Parent Portal has been created for ease of ordering back to school supplies
- The COS Parent Portal now streamlines Curriculum Contributions and back to school supplies for 2024. When placing your back-to-school supply order, you can now elect to contribute directly to:
 1. Curriculum Consumables
 2. Information Technology Contributions
 3. Building & Grounds maintenance and improvements
 4. Library Fund. A contribution to support book purchases and other equipment that sustain the library as a valuable resource.

Yours sincerely,

Heather Kennedy
Principal

Simon Robinson
School Council President

1. Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p>Classroom consumables, materials & equipment</p> <ul style="list-style-type: none"> • Classroom – Year level specific items detailed on the COS Back to School lists. Back to School items include reading journals, workbooks, literacy and numeracy, graph and scrapbooks, pens, pencils, textas, glue sticks, pencil case, headphones, highlighters, post-it notes, folders, display books, scissors, rulers, eraser, whiteboard and whiteboard markers etc. 	<p><i>Grade booklists from cos.net.au for 2024 student requisites</i></p> <p><i>(or sourced personally using list provided by COS)</i></p>
<p>Curriculum Consumables:</p> <ul style="list-style-type: none"> • Printing and photocopying of worksheets and learning materials • Mathematics – concrete materials for manipulation (numeracy blocks), calculators, textbooks, stationery, maths kits • Creative Arts - paint, crayons, canvas, glitter, coloured paper, cardboard, glue, card, wool, material, beading, clay • Music - purchasing of instruments and games • Science - ingredients, books, shared classroom materials • Library – Literacy subscription for short-listed and mentor texts. Purchase of Library books • Student & Teacher Resources – shared classroom sets • Health & Sport – Planning, preparation and purchasing supplies including equipment upgrades, ribbons, and materials for events • Lunchtime Games – educational games, equipment and activities as part of our lunchtime games. <p>Planning, preparation and supplies for Whole School Events:</p> <ul style="list-style-type: none"> • Athletics Carnival • Cross Country • Fun Sports • Multi-Age Days • AFL Clinics • Soccer Clinics • Sporting in Schools • Kitchen Garden • Hockey Australia • Book Fair • Responsible Pet Program • Mother's Day/Father's Day Breakfast • Breakfast Club • Bravehearts (Foundation to Grade 2) 	<div data-bbox="1295 1255 1386 1306" style="border: 1px solid black; padding: 2px; text-align: center;">\$60</div>

<p>Information Technology Contributions</p> <ul style="list-style-type: none"> • Upgrades and provisions for personal iPads, laptops, devices to maintain 1:1 ratio in classrooms • STEAM (Science, Technology, Engineering, Arts and Mathematics) equipment and devices <p>Online Subscriptions</p> <ul style="list-style-type: none"> • Reading Eggs (kindly funded by Parents & Friends) • Mathletics (kindly funded by Parents & Friends) • Essential Assessment • Xuno • URStrong - Friendship Program • eiPulse – Wellbeing Program • You Can Do It – Social Skills Program • Little Learners Subscription (decodable texts) • Epic • Accelerus • Nessy Learning (Dyslexia) • Maths300 • SPA Tracker 		
Total Curriculum Contributions		\$
2. Other Contributions - for non-curriculum items and activities		Amount
School grounds maintenance and improvements.		\$30
Library fund. A contribution to support book purchases and other equipment that sustain the library as a valuable resource.		\$20
Total Other Contributions		\$

Extra-Curricular Items and Activities

Toolamba 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 and can be purchased from the office.

3. Extra-Curricular Items and Activities	Amount
School Bag	\$55
School Hat	\$17
Library bag (Plastic Pocket)	\$14
<p><u>Excursion Levy</u></p> <p>For 2024, our excursion levy will be PAYG (Pay As You Go.) These events will be raised and paid for on Xuno as they incur.</p> <p>Families have the option to pay an amount of their choice upfront and it can be used to offset any incursions/excursions as they arise. This will work like a credit.</p> <p>We estimate the whole school excursions to be approximately \$175 for the year and include:</p> <p>Whole School</p> <ul style="list-style-type: none"> - Life Education - Hip Hop - NZ Performance - Whole School Excursion - Swimming Program <p>There are year level specific incursions/excursions listed below. These will be additional charges raised and paid for on Xuno.</p> <p>Foundation</p> <ul style="list-style-type: none"> - Junior School Excursion (F-2) <p>Grade 1</p> <ul style="list-style-type: none"> - Junior School Excursion (F-2) - Grade 1 Tea & Activity <p>Grade 2</p> <ul style="list-style-type: none"> - Junior School Excursion (F-2) - Grade 2 Tea, Activity & Sleepover 	

<p>Grade 3</p> <ul style="list-style-type: none"> - Tatura District Athletics Day <p>Grade 4</p> <ul style="list-style-type: none"> - Tatura District Athletics Day <p>Grade 5</p> <ul style="list-style-type: none"> - Tatura District Athletics Day - Goulburn Murray Winter Sports - Tatura Winter Sports - Yachting (bi-annual) - Life Education – ‘Talk About It’ program. <p>Grade 6</p> <ul style="list-style-type: none"> - Tatura District Sports Day - Goulburn Murray Winter Sports - Tatura Winter Sports - Yachting (bi-annual) - Life Education – ‘Talk About It’ program. 	
<p><u>Other optional camps and excursions</u></p> <p>Grade 3 & 4</p> <ul style="list-style-type: none"> - Camp to Campaspe <p>Grade 5 & 6</p> <ul style="list-style-type: none"> - Anglesea Adventure Camp 	
Total Extra-curricular Items and Activities - PAYG	

Payment Methods

Option A Payment through our **COS Parent Portal** when purchasing Back to School Supplies. There is an option for you to pay upfront.

Option B **Full amount** in Term 1, 2024 through Xuno.

Option C **Other payment arrangements.** If selecting this, please make an appointment with the school to discuss your circumstances and the available options.

Option D I have completed a **CSEF application** form to pay for swimming, excursions, and incursions. I will pay the balance using one of the above options (A or B).

CSEF: Eligible families can apply for \$125 per Primary School student. **These funds can only be used for camps, excursions, sports and swimming**

Our preferred payment method for these fees is through Xuno. Alternatively, payment can be made directly to the school account below.

School Account Name: Toolamba Primary School

BSB: 063 527

Account: 0090 0244

You must include your **students** or **family name**.

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.

Financial Support for Families

Toolamba Primary School appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist eligible parents. These options include:

- [State School's Relief](#)
- [Second-Hand School Uniform](#) In order to support parents in meeting the costs of their children's education the school has a supply of second-hand uniforms.
- [CSEF](#) Camps, Sports & Excursions Fund available to all eligible families
- [CSEF](#) Foundation CSEF Uniform Package available to all eligible families.
- [Saver Plus](#) is an initiative of Brotherhood of St Laurence and ANZ, delivered locally by community organisations in 22 locations in Victoria. Saver Plus assists individuals and families on lower incomes to have every dollar up to \$500 saved over a 10-month period matched by ANZ to go towards education-related costs.

Consideration of Hardship

In addition to the Family Support options outlined above parents may communicate with the Business Manager by phone, email or in person about their financial situation and related difficulties in making payments. Ph: 03 5826 5212

Email: toolamba.ps@education.vic.gov.au

Please return completed slip to the office or email to Toolamba.ps@education.vic.gov.au

YOUR DETAILS				
Student's name:				
Year Level				
Curriculum Contributions				\$
Other Contributions				\$
Extra-Curricular Items and Activities				\$
SUBTOTAL				\$

PARENT NAME: _____ PARENT SIGNATURE _____

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.