

10 November 2022

Dear Parent/Guardian,

Armstrong Creek School is looking forward to another great year of teaching and learning and would like to advise you of our voluntary financial contributions and items you are **required to purchase/pay for** (individual **booklist**, Extra-Curricular items and activities) 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. Please see the following examples of the types of resources/services under each category (**Curriculum Contributions and Other Contributions**):

Curriculum Contributions – for example materials and equipment that students use, or participate in, to access the curriculum:

Classroom Resources – for example bulk resources purchased for use by students within the classroom setting for inquiry units, special celebrations e.g., 100 days of school - shared stationary, paper, posters/charts, craft items, classroom libraries, readers, shared ICT devices, sensory resources/consumables, individual assessments, cooking materials, life skills resources, printing and photocopying of worksheets and learning resources.

Specialist program resources (Art, Auslan, Performing Arts, PE) – consumable items your child uses to construct art projects, instruments, costumes, sign language resources, upkeep of PE resources.

Other Contributions – non-curriculum items and activities that relate to the school's functions and objectives:

Communication tools that we use to engage with parents and students e.g., Compass and Seesaw, student emergency lunches, first aid consumables e.g., ice packs, band aids, bandages, school/house captain badges, positive climate for learning resources (e.g., creek coins)

Tax Deductible contributions - **tax deductible contribution to our library fund** to support book purchases and other equipment that sustain the library as a valuable resource.

Educational items for students to own (booklist)

A list of items that you will be required to purchase for your child to individually own and use is available by clicking on the link on page 3 of this letter. The school recommends you purchase from Paperchase Office National as we have been able to negotiate reduced prices on your behalf. You are welcome to download the list and purchase the items elsewhere should you choose.

Schools are not permitted to purchase these items on behalf of families.

To save families postage charges and to continue our best practise of ensuring all items are provided to students as required, these items will be delivered to school and kept safe and secure by staff. Please note that there will be an order cut-off date of **11th December 2022** and late fees/postage charges will apply (\$5 per booklist) after this date and are not guaranteed to be delivered before the school year starts.

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 offer students enhanced curriculum experiences and digital learning opportunities.

Yours sincerely,



Evan Savage

Principal

Armstrong Creek School
100 Central Boulevard Armstrong Creek 3217 Victoria Australia



Tamara James

School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<ul style="list-style-type: none"> Classroom resources Specialist resources 	\$25 \$25
Other Contributions - for non-curriculum items and activities	Amount
<ul style="list-style-type: none"> Seesaw Compass Student welfare resources 	\$25
Tax deductible contributions	
Library fund. A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. The recommended contribution is \$25.	\$
Total Amount	\$

Extra-Curricular Items and Activities

Armstrong Creek 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.

Typically, students are offered 1-2 excursions/activities per term and one camp per year. These will be finalised throughout the school year and parents provided with adequate notice to give permission and make payment online via Compass. Other extra-curricular items offered on a user pays basis e.g. VET/ASDAN/VPC (formerly VCAL) resources. Once the school has finalised these providers, the cost of subscribing to this additional learning tool will be displayed on your booklist link and will need to be paid at the time of ordering your child's/ren's booklist.

An example of the types (and estimated costs) of Extra-Curricular items and activities Armstrong Creek School has offered previously are as follows. These will be finalised throughout the year and communicated with families via Compass:

Charge Item	Prep	Gr 1/2	Gr 3/4	Gr 5/6	Yr 7-12
Grade 6 shirt				30.00	
Excursions/Activities	80.00	80.00	80.00	80.00	80.00
Sporting events			30.00	50.00	50.00
Year 7-12 Camp					300.00
Year 7-12 Day Camp					150.00
Grade 5/6 Camp				300.00	
Grade 3/4 Camp			300.00		
Grade 1/2 Day Camp experience - school		50.00			
Prep Camp experience - school	30.00				
Costings of these items cannot be finalised until closer to the date.					

Payment methods

Voluntary contributions and educational items to own are able to be made by using the link to Paperchase Office National as below. Alternatively, you are welcome to make a payment directly (online) to the school for any voluntary contributions using your bPay reference number. Payments for Extra-Curricular items/activities will be made by you via Compass once you digitally sign the various consent forms throughout the year.

Online BOOKLIST Ordering Procedure

1. Go to <http://booklist.paperchase.com.au>
2. ENTER THIS SCHOOL ACCESS CODE: **BTSARMCS** (code must be entered, searching for school name will not work).
3. Click 'Create Order',
4. Enter students first and last name, choose year level for 2023 from the drop-down list and follow the prompts to place your order.

Please check your email for order receipt. If you do not receive email confirmation, please contact Paperchase directly 1300 739 742 to confirm your order was placed correctly.

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, the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.

Financial Support for Families

We understand that some families may experience financial difficulty and offers a range of support options, including:

CAMPS, SPORTS & EXCURSIONS FUND (CSEF)

Parents/carers who hold a valid means-tested concession card or are a temporary foster parent are able to apply for CSEF which provides the school with \$125 (\$225 for secondary students) per student to cover the costs of excursions, camps and sporting activities. Please collect an application form from the school office if you hold an eligible pension or healthcare card.

CENTREPAY (via Centrelink)

Centrepay is a voluntary bill-paying service which is free for Centrelink customers. Use Centrepay to arrange regular deductions from your Centrelink payment. You can start or change a deduction at any time. **The quickest way to do it is through your Centrelink account online.** You can use Centrepay to pay bills and ongoing expenses like accommodation, education and employment, health, financial products, legal and professional services, utilities, travel and transport, as well as other household costs.

Other ways to start deductions:

A Customer can set up a Deduction in a number of ways:

- via their Centrelink online account via MyGov
- using the Express Plus Centrelink mobile app
- by contacting the Department, or
- by providing a Deduction Authority to a Centrepay approved Business (Armstrong Creek School) to manage their Deductions via Centrelink Business Online Services (CBOS).

The minimum Deduction amount for Centrepay is \$10.

Go to humanservices.gov.au/Centrepay for more information.



UNIFORM SUPPORT – State Schools' Relief (SSR)

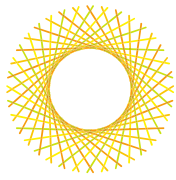
State Schools' Relief (SSR) is an autonomous, charitable organisation that assists Victorian government school students who are experiencing financial disadvantage because of short-term crisis or long-term chronic need. SSR is supported by the Department to provide assistance with uniforms and other essential items for students who need assistance to continue their education.

Short-term crisis and long-term chronic need are the primary qualifying criteria for support from SSR, including refugee status, homelessness, family violence, house fire, natural disaster, financial hardship, illness and emergency.

SSR assistance will be provided by either direct supply of uniform items or uniform vouchers for redemption from school uniform suppliers. Please contact the office if you require this support.

Every Prep and Year 7 government school student who is a recipient of the CSEF automatically qualifies for a school uniform pack voucher from State Schools Relief (SSR).

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact our Business Manager Kylie Roskosch 5218 5100 or via the school email address armstrong.creek.school@education.vic.gov.au



**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.