



OUR VISION

Learn • Thrive • Contribute

OUR VALUES

Curiosity • Respect • Integrity • Resilience

PARENT PAYMENT ARRANGEMENTS for 2024 – YEAR PREP

Dear Parents/carers,

Laburnum Primary School advises you of our Parent Payment arrangements for 2024.

Please find attached the schedule for Prep. Please complete this form and return it to the school by **1 December 2023**, so the school can order items needed for your child's learning next year.

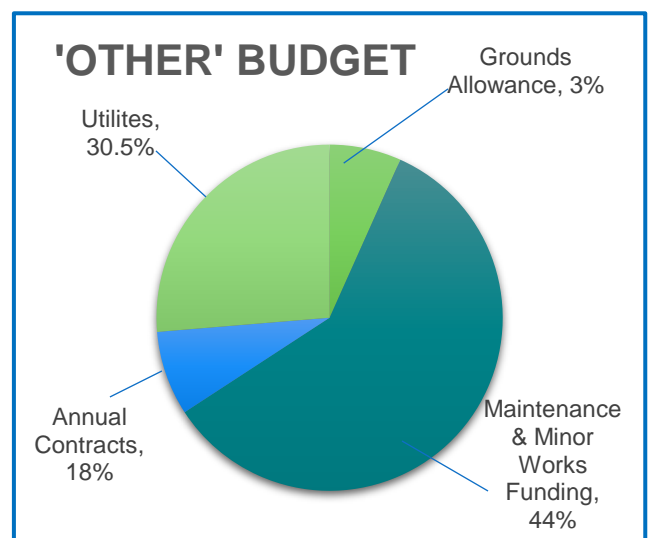
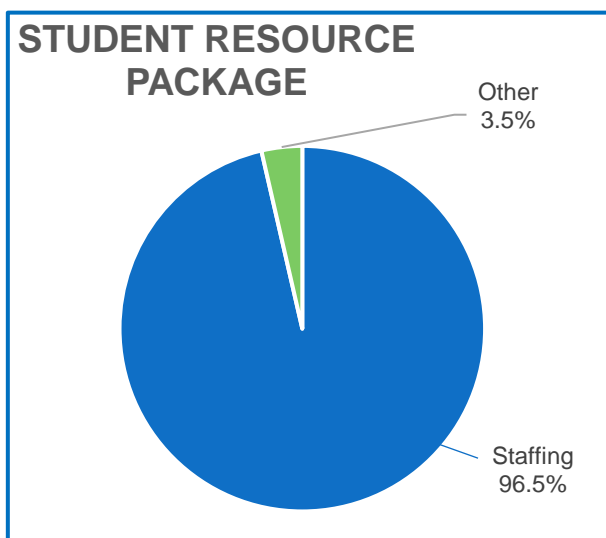
Each year, School Council determines the following year's cash budget by considering teaching and learning programs and the key improvement areas in the School Strategic Plan.

Our outstanding academic results in English and Mathematics have been achieved through effective resourcing of these key learning areas. Laburnum Primary School makes every effort to keep Parent Payments affordable for all families.

Funding to meet the school's budget comes from three sources:

1. DET (Department of Education and Training) Student Resource Package
2. Parent Payments, through Voluntary Contributions, including the Tax-Deductible Building Fund and Curriculum Contributions
3. Local fundraising, including a valued contribution from our Parents Group through fundraising.

The DET Student Resource Package meets salaries and most operational costs of running the school. It does not, however, meet all the cost of materials or the enriched learning programs that we offer. Although government schools provide students with free instruction to fulfil the standard Victorian curriculum, the ongoing support of our families ensures that we can offer the best possible education and support for our students.



The school relies heavily upon Voluntary parent financial contributions to meet the difference between funds from the Student Resource Package and our budgeted expenditure each year. Parent Contributions and local fundraising also allow us to fully fund the maintenance of, and improvements to, buildings and grounds, such as the Junior School playground redevelopment.

2021 - 2023 Parent Contributions and local fundraising monies provided:

- Annual replacement of student computers
- Large plasma screens in classrooms
- New Running Track
- New audio-visual system in Hall
- Restumping of main building
- Repairs to stairs & rails in Year 3 area
- Repairs to taps & cisterns in student toilets
- New door locks and handles
- Air conditioners for classrooms & PAC
- Window repairs & fly screens
- Complete restoration of Hall floor
- New stage curtains and hall curtains
- Complete termite barrier installed
- New vinyl flooring in Hall corridor
- New shade sail over Year 5/6 playground
- New student furniture in Year 1, 4 & 6
- Maintenance of synthetic play areas, and ongoing mulching of playgrounds
- New carpet for classrooms
- Ongoing gutter, downpipes & roofing repairs/cleaning/replacement
- Continuous improvements to exit/security lighting

Prior to 2021, Parent Contributions and local fundraising monies provided:

- Purchase of the Laburnum Lab
- Annual replacement of student computers
- Large plasma screens in classrooms
- Fit out of the new LAB building
- Fencing around the new deck of LAB building
- New student furniture Year 5
- Ventilation in the Hall/Gym
- Painting of OSHC building
- New Bubblers for drinking troughs
- Ventilation, skylights and flooring upgrades in student toilets
- Smoke detectors
- Prep sand pit renovation
- New carpet to classrooms
- New LED lighting to whole school
- New COVIDSafe First Aid furniture
- Air conditioners for classrooms & First Aid room
- Painting and upgrade of play equipment
- Repairs to synthetic play surfaces and ongoing mulching around playgrounds
- Resurfacing of Hall floor
- Window replacements in 10 classrooms

Financial Support for Families

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

- the [*Camps, Sports and Excursions Fund*](#) (see School Website Home Page for this link)
- Second-hand Uniform Shop
- State Schools Relief Committee
- Payment plans for Extracurricular Items and Activities

For a confidential discussion about accessing these supports, or if you would like to discuss alternative payment arrangements, contact: Sonya Edwards, Business Manager

Ph: 03 9898 5811 | Email: laburnum.ps@education.vic.gov.au

Payment Methods Refer to Fee Schedule on pages 3 & 4.

Refunds Refer to [Refund Policy](#) – Available on School Website

For further information on the Department's Parent Payment Policy, please see a one-page overview attached, and on the school website.

Yours sincerely,

Mr Matthew Hall
School Council President

Dr Kim Dray
Principal

Please note: each Year Level has a different Fee Schedule, so it is important to use the correct one for each child.

Contribution schedule – Year Prep 2024

FAMILY NAME: _____

STUDENT NAME: _____

Please find below an itemised list of:

- Curriculum Contributions, that are Core Student Learning Items for 2024
- Other Contributions,

Laburnum Primary School also welcomes your Tax-deductible Donation for 2024.

Please complete this form and return to the school by **1 December 2023**, so the school can prepare for the 2024 school year accordingly.

Curriculum Contributions (previously 'Essential Items') - items and activities that students use, or participate in, to access the Curriculum	Amount
<p>Year Prep classroom consumables, materials & equipment</p> <ul style="list-style-type: none"> • <u>Curriculum Consumables</u> [ALL DELIVERED DIRECTLY TO CLASSROOMS IN BULK] \$87.46 Including (but not limited to) Inquiry Learning, S.T.E.M., sight words resources, Visual Arts materials that are taken home. • <u>Specialist supplies</u>: Art, Spanish, Physical Education, Music and Library Including (but not limited to) learning journals, scrapbooks, resources, paper, clay, textiles, paint. \$25.88 • <u>Stationery Starter Pack</u>, per student [COLLECTED BY STUDENTS] May include (but not limited to) Tri jumbo pencils, colour markers, tri-grip-jumbo-coloured pencils, display folder, twister crayons, whiteboard marker, pencil sharpener, glue stick, mesh pouch, highlighter, display book, project book, scrapbooks, writing books, exercise book, reading journal. \$55.58 	\$168.92
<p>Year Prep Online Subscriptions and learning programs</p> <ul style="list-style-type: none"> • Bug Club, Epic, Sunshine Books, StoryBox Library, ClickView • Evolve eSafety program 	\$25.10
<p>Year Prep ICT Devices – The school provides technology experiences for students, additional technical support, Wi-Fi infrastructure, internet services, 2 and 3D printing, data projectors and ongoing staff development. Replacement of class whiteboards with Plasma screens is also funded through this payment.</p> <p>Year Prep Large plasma screens introduce Preps to school technologies. iPads help to further integrate online learning. Students also use the BeeBot devices to learn initial coding skills. Introductory eSafety lessons are taught.</p>	\$85.00
Swimming - Note please: "arrangements yet to be finalised"	TBA

Other Contributions – previously for non-curriculum items and activities	Amount
Additional Programs - School Council asks parents to make this contribution to support the school’s provision of some programs including school presentations, concerts and maintenance of our school environment, which are not covered by other funding (e.g. fixed sports equipment, playgrounds, sports fields, landscaping).	\$90.00
PE Equipment - Sports equipment for use in classroom and breaks (including but not limited to) sporting balls, racquets, nets, bats. This is kept in each classroom, separate to the P.E. program equipment.	\$4.50
Student Wellbeing programs - e.g. Life Education, Interrelate.	TBA
First Aid Equipment - Includes provision of supplies, e.g. band aids, school EpiPens, first aid kits, defibrillator supplies, generic Ventolin & spacers.	\$5.00
School Grounds (Maintenance and Improvements) - for regular maintenance of school grounds & to meet safety standards, including annual inspections. The Government provides some funding to address urgent works & essential items. Any shortfalls are met by locally raised funds. Families are encouraged to contribute, especially as Working Bees have become unviable.	\$65.00
Other optional excursions/incursions - yet to be scheduled	TBA, each term
Tax-deductible contributions	
<p>Building fund - A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. This work is <u>not</u> part of the upcoming \$8.755 million rebuilding program.</p> <p>The building fund levy can only be spent on new capital expenditure and maintenance of buildings and building fixtures. Your contribution enables us to meet essential, short-term needs and costly upgrades to our school buildings, (suggested \$135.00).</p>	\$.....
Total Amount	\$

Education Items for students to own:

LPS offers families the Stationery Starter Pack (above), so that all students have the same essential items needed for learning.

If your family chooses to purchase your child’s Stationery Pack elsewhere, please contact the office for a list of these essential items. As other Curriculum Consumables and Specialist Supplies are purchased in bulk by the school, these items are separately listed for payment above in the Curriculum Contributions section.

Extra-Curricular Items and Activities - Previously ‘Optional Items’

Laburnum 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.

The cost of extra-curricular items and activities will be advised throughout the year.

Extra-Curricular Items and Activities	Amount	Purchase
School photos	TBA	
Music Tuition	TBA (via tutor)	
Total Extra-Curricular Items and Activities		\$

Total

Category	
Curriculum Contributions – previously ‘Essential Items’	\$
Other Contributions – previously ‘Voluntary Contributions’	\$
Extra-Curricular Items and Activities	\$

Please indicate your Parent Payment arrangements on the table below and return this to the school by **1 December 2023**.

FAMILY NAME: _____	CONTACT NUMBER: _____
STUDENT NAME: _____	2023 CURRENT CLASS: _____

Payment

PARENT PAYMENT ARRANGEMENTS	Total Amount	\$
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Please indicate your preferred method of payment:

- | | Tick |
|---|--------------------------|
| Option A (full amount by 1 December 2023) | <input type="checkbox"/> |
| Option B (half payment by 1 Dec 2023 & balance 9 Feb 2024) | <input type="checkbox"/> |
| Option C (other payment arrangements)* | <input type="checkbox"/> |

* If selecting Option C please make an appointment with the school’s Business Manager, Sonya Edwards.

Please include family name in the description & email your completed Contribution Schedule form (pages 3, 4, 5 & 6) to the Office at laburnum.ps@education.vic.gov.au

Preferred payment method:

BPay BPay details, these can be found on your school statement or please contact the school office by email or phone 9898 5811. BPay.

- Cash Brought to school office. Please include or email your completed Contribution Schedule form (pages 3, 4 & 5) to laburnum.ps@education.vic.gov.au
- EFTPOS Available at the school office. Please bring your completed Contribution Schedule form (pages 3, 4, 5 & 6)
- Credit Card Complete credit card slip below or contact school office on 9898 5811. Please include family name in the description & email your completed Contribution Schedule form (pages 3, 4, 5 & 6) to the Office at laburnum.ps@education.vic.gov.au

LABURNUM PRIMARY SCHOOL CREDIT CARD PAYMENT FORM

Mastercard Visa Please charge my Credit Card \$ _____

Full Card Number: _____/_____/_____/_____

Expiry Date: ____/____ CVC: ____ Date: _____

CONTACT NUMBER: _____

Cardholder Name: _____

Cardholder Signature: _____

FAMILY NAME: _____

STUDENT NAME: _____

2023 CURRENT CLASS: _____

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.