



11 October 2024

RE: Year 4 Student

Dear Year 4 Parents & Carers,

Keysborough 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 2025.

Schools provide students with free instruction to fulfil the standard curriculum requirements 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 support for our students. We want to thank you for all your support. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to start to re-equip our classrooms with new resources. Furthermore, we have been able to expand learning experiences in our home rooms and specialist programs.

Attached are the following documents for your reference:

- 2025 Parent Payment Schedule for your child's year level
- List of Payment Methods
- Department of Education's Parent Payment Policy Overview
- List of your child's year level Book Pack

Book Packs can be collected prior to the start of the school year on the following dates:

DATE	TIMES
Friday 24 January 2025	9:30am to 3:30pm sharp
Tuesday 28 January 2025	9:30am to 3:30pm sharp

TO PICK UP YOUR STUDENT'S BOOK PACKS, YOUR PAYMENT NEEDS TO BE RECEIVED BY THE SCHOOL BEFORE PICK UP. Please refer to page 3 for further information.

With your support, we look forward to another great year at Keysborough Primary School.

Yours faithfully,

Christopher Williams
PRINCIPAL

Andrea Shields
SCHOOL COUNCIL PRESIDENT

CURRICULUM CONTRIBUTIONS – Items and activities that students use or participate in to access the Curriculum.	AMOUNT
BOOK PACK Stationery and equipment for student use in the classroom. All these supplies are purchased and owned by the family. A list of the book pack items has been included.	\$85.00
GENERAL CLASSROOM This is the provision of resources deemed necessary for students to learn the curriculum. This is for the provision of resources in the student's home group classroom. This will include: - Photocopying costs (including paper) - Class sets of textbooks - Class sets of learning games/activities - Class library books	\$50.00
ONLINE LEARNING TOOLS Licenced online self-paced resources for students (eg Mathletics, Sunshine Online).	\$32.00
PROGRESSIVE ACHIEVEMENT TESTING (PAT) Testing that tracks and provides information on the progression of each student in literacy and numeracy.	\$10.00
SPECIALIST- VISUAL ART Resources that are utilised in the Art program: - Paint - Craft paper - Craft and 3D visual materials - Art textbooks	\$17.00
SPECIALIST – PERFORMING ART Resources to support our Performing Arts program. The 2025 program is dance concert program facilitated by the Stomp Dance Company.	\$40.00
SPECIALIST – ENGAGE WITH ASIA Resources that are utilised in the Engage with Asia program: - Culturally specific items - Items to support activities to promote appreciation of culture and language	\$15.00
SPECIALIST – DIGITECH RESOURCES Resources that are utilised in the Digitech program: - Robotics equipment/components - Provision of internet safety e-Learning	\$15.00
SPECIALIST – SUSTAINABILITY Resources that are utilised in the Sustainability program: - Plants, seeds, mulch, organic fertiliser - Inquiry activity resources - Garden implements for student use	\$10.00
SPECIALIST – PHYSICAL EDUCATION Resources that are utilised in the Physical Education program: - Equipment such as cones, nets, balls, gym resources	\$7.00
TOTAL CURRICULUM CONTRIBUTIONS	\$281.00

2025 PARENT PAYMENT SCHEDULE

OTHER CONTRIBUTIONS – For non-curriculum items and activities	AMOUNT
GROUNDS & ENVIRONMENT Contribution for enhancements to our grounds and outdoor facilities (Suggested contribution - \$20.00 - \$50.00 - \$100.00)	\$ _____. ____
FIRST AID RESOURCES Contribution to improve the facilities in our first aid room. (Suggested contribution - \$20.00 - \$50.00 - \$100.00)	\$ _____. ____
STUDENT WELLBEING Contribution to enhance and expand our student wellbeing program. (Suggested contribution - \$20.00 - \$50.00 - \$100.00)	\$ _____. ____
TOTAL OTHER CONTRIBUTIONS	\$ _____. ____

PAYMENT SUMMARY

CONTRIBUTION CATEGORY	AMOUNT
Curriculum Contributions Book Pack & Curriculum Resources (Requested amount is \$281.00)	\$ _____. ____
Other Contributions	\$ _____. ____
TOTAL PAYMENT	\$ _____. ____

PAYMENT METHODS

PLEASE INDICATE YOUR PAYMENT METHOD AND MAKE YOUR PAYMENT. CASH IS NOT ACCEPTED.

☐		Bill Code: 87361 Bill Reference No:
☐		Payments can be made using your Mastercard or Visa card at the school office during Term 4 2024.

REFUNDS

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. All refund requests are to be made in writing and addressed to the Principal. 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 Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.

OFFICE USE ONLY

STUDENT NAME		ST		DF	
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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.

PRODUCT	QUANTITY
DIARY A5 WEEK TO VIEW SPIRO COLPLAN	1
DOCUMENT WALLET PP BUTTON CLOSURE A4 L/S CLEAR	2
DOCUMENT WALLET SLIMPICK BLUE	2
DOCUMENT WALLET SLIMPICK GREEN	2
DOCUMENT WALLET SLIMPICK RED	2
ERASER STAEDTLER LARGE WITH SLEEVE	6
EXERCISE BOOK A4 WRITER PREMIUM 11MM RULED 48PG	1
EXERCISE BOOK A4 WRITER PREMIUM 14MM D/THIRDS + MARGIN 96PG	7
GLUE STICK STAEDTLER 36GM	5
GRAPH BOOK 10MM WRITER PREMIUM A4 48PG	2
LABELS PERSONALIZED ASSORTED SIZE AND COLOURS PK (A4 SHEET)	1
MARKER FABER CONNECTOR WALLET 12	1
NOTEBOOK SPIRAX PP 210X127MM P563A REPORTER 200PG	1
PEN PAPERMATE INKJOY 100 CLEAR 1.0 BLUE	2
PEN PAPERMATE INKJOY 100 CLEAR 1.0 RED	2
PENCIL CASE POLYESTER - 2 ZIP - 35 X 18 CM - ASSORTED	1
PENCIL PREMIUM 2B	36
PENCIL RED CHECKING AND RULING	2
PENCILS COLOURED COLOURSKETCH COLUMBIA PK12	1
RULER PLASTIC WITH FINGER GRIP 30CM	1
SCISSORS STAEDTLER NORRIS CLUB HOBBY 17CM	1
SHARPENER MAPED IGLOO 2 HOLE	2
VISUAL ART DIARY A3 QUILL SPIRAL 60LF BLACK COVER	1