



Templestowe Heights
Primary School

Dear Templestowe Heights Primary School families,

Templestowe Heights 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 2022.

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 support for our students. We want to thank you for all your support, whether that's through fundraising or volunteering your time. This, along with your financial contributions have made a huge difference to our school and the programs we can offer.

Within our school this support in 2021 allowed us to purchase new books for our Library, purchase new sports equipment (High Jump mat, Soccer & Football uniforms, Softball & Athletics equipment) re-landscape school grounds including the frontage on High St (to commence in term 4), purchase of classroom smart tvs, and purchase of iPads for STEM room.

Financial Support for families

Templestowe Heights Primary School understand that some families may experience financial difficulty and offers a range of support options, including:

- **Camps, Sports & Excursions fund (CSEF)** may be available to assist with costs associated with Camps and excursions for families who hold a valid, means-tested concession card. Application forms are available from the school office. Parents who currently receive the CSEF and who remain eligible will automatically have their 2021 application processed by the School.
- **State Schools' Relief** applications are submitted by schools. The program covers costs such as new school uniforms, shoes, books and more for disadvantaged students.
- **Second hand uniform**
- **Local Community support organisations** (ie Doncare)

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact our Business Manager *Margaret de Haas* or Acting Principal *Andrew Veal* on 9850 1796 or email templestowe.heights.ps@education.vic.gov.au

Payment methods

We offer a variety of payment options to assist our families:

- EFTPOS including Visa & MasterCard
- BPay
- Cash/cheque

Refunds

There will be instances when parents enquire about refunds of payments for a variety of reasons including student illness or medical condition, being unable to attend an activity on the day due to unforeseen circumstances, or leaving the school. All requests for refunds must be made in writing (via email) and are subject to the discretion of the Principal on a case by case basis, taking into account the individual circumstances. Refunds are not granted automatically upon request. The school will assess every request on its merit. Refunds will be given only if by doing so the school will not incur a cost. Refunds will be given by crediting the amount to the student's school account to be used to pay subsequent charges, or directly into a nominated bank account. No refunds can be made by cash or cheque.

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

Yours sincerely,

Handwritten signature of Andrew Veal in black ink.

Andrew Veal
Acting Principal

Kai Robotham
Acting School Council President

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.

2022 Year 3/4 students

Parent/Guardian: _____

Student Names: _____

Curriculum Contributions* - items and activities that students use, or participate in, to access the Curriculum	Amount	Amount being paid
*Please note, we are no longer using Mathletics & Reading Eggs as part of our curriculum in 2022.		
PAT testing	\$5.00	
Mappen (curriculum platform) subscription	\$17.00	
National Geographic Kids Magazine digital subscription	\$4.00	
Stationery Items	\$42.00	
Purchase of ICT equipment (iPads/notebooks) for student use & repairs to ICT equipment	\$25.00	
Photocopying & printing of worksheets and learning materials	\$10.00	
Classroom books/novels Year 3 -6	\$10.00	
Tissues for classrooms	\$2.00	
Chair-bags	\$6.50	
Swimming & water safety program	\$60.00	
School Ball dance lessons	\$25.00	
Purchase of Sports equipment, musical instruments, Science & STEM day equipment, Classroom materials (including class sets of books & equipment), Maths equipment, Visual Art Consumables, Writers Festival book publishing	\$60.00	
SUB TOTAL	\$266.50	
Other Contributions - for non-curriculum items and activities (per family)		
First Aid supplies , including band aids, ice packs, school epipens, first aid kits, defibrillator supplies, school ventolin & spacers.	\$10	
Compass , the school online parent communication & student report portal	\$10	
Wellbeing programs, including Classroom & Multi-Cultural/Harmony Day activities	\$10	
Grounds Maintenance. The donations go a long way to keeping our oval and playgrounds beautiful, topping up playground soft fall, planting trees, installing outdoor seating, and the upkeep of our community garden and chicken coop. This also includes our yearly OH&S playground & shade sail audits.	\$60	
Tax deductible contributions (per family)		
Building fund to help us maintain & refurbish our school buildings.	\$60	
Library fund to help purchase current and popular library books	\$60	
Total Amount		\$

Educational items for students to own

See below for list of items that the school recommends you purchase for your child to individually own and use.

- Art smock
- Pencil Case

Extra-Curricular Items and Activities

Templestowe Heights 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. No payment is required for these items or activities at this time – permission forms and payment requests will be sent out to families throughout 2022.

Please note: in 2022 there is no option to pay a 'once off' excursion levy.

Extra-Curricular Items and Activities – Costs to be advised throughout the year
Class photos
Tickets for School Ball
Year 3/4 Camp
Excursions/incursions including District Sporting events
Private music & chess lessons
After school Basketball

Payment details

PAYMENT CAN BE MADE FROM 1 DECEMBER 2021 – 28 FEBRUARY 2022

Payment can be made by: CASH / MASTERCARD / VISA / BPAY / EFTPOS (PLEASE CIRCLE)

(Please contact the school office if you are unsure of your BPay details)

CREDIT CARD AUTHORITY (if required)

Card Number _____

Expiry Date ____/____/____ CCV ____

Amount \$ _____

Signature _____