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garfield.ps@education.vic.gov.au  
www.garfieldps.vic.edu.au  
A.B.N: 61 064 217 098

*Care to learn – Learn to care*

8th December 2023

## Parent Payments Policy 2024 Parent Payment Arrangements

Dear Parent/Carer,

Garfield Primary School is looking forward to another great year of teaching and learning and would like to advise you of the voluntary financial contributions schedule 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 support for our students.

We want to thank you for your support, whether that is through fundraising, voluntary financial contributions 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

- Organise and coordinate highly effective classroom programs
- Purchase Art, Science, PE and LOTE equipment and resources
- Ensure the upkeep of our ICT devices are in place to enhance learning opportunities
- Maintain and develop the school grounds
- Provide First Aid support for all students

Please find attached Garfield Primary School's voluntary financial contributions schedule for 2024, which includes an overview of what your contributions will help us to provide. Please note - there will again be no individual book packs provided to students in 2024. All necessary consumable items will be supplied directly to classrooms in bulk and will be distributed to students as they are needed.

Department of Education and Training guidelines now mandate that schools are unable to provide parents with a statement of fees. With this in mind, parents are asked to please review the recommended financial contributions schedule below for an indication of contributions for your child/ren.

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

Yours sincerely,

DANNY FORSTER  
Principal

MELISSA MORTON  
School Council President

## PARENT PAYMENTS POLICY 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).



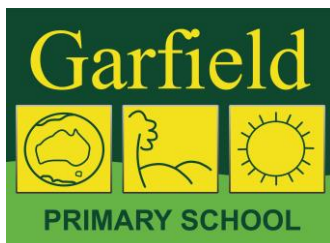
### FINANCIAL HELP FOR FAMILIES

- 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.



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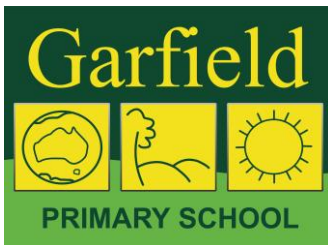
<b>Classroom consumables, materials &amp; equipment</b> <ul style="list-style-type: none"> <li>Classroom – pens, pencils, textas, glue sticks, writing, graph and scrap books, highlighters, post-it notes, folders, display books, scissors, rulers etc.</li> <li>Art – paint, crayons, canvas, glitter, coloured paper, glue, card, wool, material, clay etc</li> <li>Science – ingredients, workbooks, shared classroom materials</li> <li>Mathematics – numeracy blocks, calculators, stationery</li> <li>English – book boxes, class sets, novels, reader, picture story books</li> <li>Physical Education &amp; Sport – materials, equipment</li> <li>Japanese– workbooks and shared classroom materials</li> </ul>	\$ 135
<b>Online Subscriptions</b> <ul style="list-style-type: none"> <li>Essential Assessment Maths</li> </ul>	\$ 10
ICT Devices – provision of devices from the shared classroom sets	\$ 30
<b>Whole school event</b> <ul style="list-style-type: none"> <li>Kaboom Sports</li> </ul>	\$ 10
<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
Maintaining school grounds – eg mowing, maintaining gardens, playground mulch, etc.	\$ 25
<b>Wellbeing</b> <ul style="list-style-type: none"> <li>SWPBS materials and acknowledgement resources</li> <li>First Aid Supplies including bandages, wipes, tissues, etc</li> </ul>	\$ 10
<b>Total Amount</b>	<b>\$220</b>

### Extra-Curricular Items and Activities

Garfield 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 2024.

Extra-Curricular Items & Activities
Optional Year 6 commemorative garments
Optional whole school photos
Optional F- Year 2 sleepover and Year 3-6 school camp
Optional swimming program
Optional Year 3-6 Interschool Sports programs
Other optional excursions/ incursions to be scheduled



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### Financial Support for Families

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

- The Camps, Sports and Excursions Fund (CSEF)
- State Schools Relief

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact the Principal or Business Manager on 5629 2274 or [garfield.ps@education.vic.gov.au](mailto:garfield.ps@education.vic.gov.au)

Your details:		
Student's name:	2024 Year level	\$
Curriculum Contributions		\$
Other Contributions		\$
TOTAL		\$

### Payment methods

- EFTPOS
- Cash
- BPAY – Please contact our school office for your family's reference number

### 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.