**METUNG PRIMARY SCHOOL**

90 Stirling Road Metung 3904

PHONE (03) 5156 2259

EMAIL: metung.ps@education.vic.gov.au

ABN: 736 944 748 37

*23 January 2023*

*Dear Parent/Guardian,*

*Metung Primary School* *is looking forward to another great year of teaching and learning and* would like to advise you of *Metung Primary School*’s voluntary financial contributions for *2023.*

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, whether that is 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 a more enhanced curriculum experience including MARC library/STEM, Mathletics, Reading Eggs, 1:1 student laptop access, annual school concert, local excursions and incursions.*

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

*Yours sincerely,*

*Mr Jim Allen*

*Acting Principal*

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| **Curriculum Contributions** - items and activities that students use, or participate in, to access the Curriculum | Amount |
| *Classroom consumables, materials & equipment** *Stationery – scrapbooks, pencils, pens, glue sticks, textas*
* *Art – paint, crayons, coloured paper clay, construction materials*
* *Science/Humanities – scrap book plasticine, spiral folder, eggs, cellophane*
* *Mathematics – Targeting Maths*
* *English – book boxes, writing books, diary, reading cover, handwriting book, seeds*
 | $*120* |
| *Subscriptions** *Mathletics*
* *Reading Eggs/Eggpress*
* *MARC library/STEM*
* *Soundwaves*
 | $*75* |
| *Cooking Program* | $50 |
| * **Total Curriculum Contributions**
 | $*245* |
| **Other Contributions -** for non-curriculum items and activities |
| *School Festivities*  | $*10* |
| **Total Other Contributions** | $10 |

**Extra-Curricular Items and Activities – provided on a user-pays basis**

*Metung Primary School* offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum.

*If you would like to purchase an item or activity for your child, please ensure payment is made to the school*

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| **Extra-Curricular Items and Activities** | **Amount** |
| *P1/2 Sleepover. Approximately $20* | TBA |
| *Grade 3/4 Camp*  | TBA |
| *Grade 5/6 Camp*  | TBA |
| *Excursion to be scheduled*  | *TBA* |
| *Swimming Program including bus travel* | *$150* |
| **Total Extra-Curricular Items and Activities** | **$*150*** |

### Financial Support for Families

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

* the Camps, Sports and Excursions Fund
* *Centrepay*

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

*Jim Allen – Principal or Jo Hart - Business Manager*

Ph: 03 *5156 2259* | Email: *metung.ps@education.vic.gov.au*

**Total**

|  |  |
| --- | --- |
| Category | Totals |
| Curriculum Contributions | $245 |
| Other Contributions  | $10 |
| Extra-Curricular Items and Activities | $150 |
| **Total** | **$405** |

### Payment methods

* Direct Deposit BSB 313-140 Accounts 12081993
* Bpay – Details on family statements
* Centre Pay
* CSEF (Camps, Sports and Excursion Fund)

### 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 Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.*

**parent PAYMENTS policy**

**ONE PAGE OVERVIEW**

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|  | 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) and the Victorian Pathways Certificate.
* Schools may invite parents to make a financial contribution to support the school.
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|  | PARENT PAYMENT REQUESTSSchools can request contributions from parents under three categories:

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| --- | --- | --- |
| Curriculum ContributionsVoluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum. | Other ContributionsVoluntary financial contributions for non-curriculum items and activities that relate to the school’s functions and objectives. | Extra-Curricular Items and ActivitiesItems 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).
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|  | 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.
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|  | 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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