

2 December 2024

Dear parent/guardian,

Reservoir Views Primary School looks forward to welcoming all new and existing families to our school community in 2025 and would like to advise you of Reservoir Views Primary school's voluntary financial contributions. Our school prides itself on catering for every student with equitable and inclusive practices.

Schools provide students with free instruction to fulfil the standard curriculum requirements and we want to assure you that all contributions are voluntary.

Reservoir Views Primary School aims to provide its students with high quality education and resources that are necessary to support learning and development within the Victorian Curriculum.

The Victorian Government provides funding to fulfil the standard Victorian Curriculum in public schools. In order to provide the best possible education and support for our students, Reservoir Views accepts financial contributions from our school community.

All financial contributions are voluntary and there is no minimum amount accepted.

Support from the school community in 2024 has allowed us to:

- Continue our AUSLAN Language program;
- enhance our music program with the addition of choir and band lessons;
- provide additional classroom digital learning devices including iPads and netbooks;
- update literacy resources in our school;
- maintain our school grounds and building facilities by replacing worn playground;
- provide extra curriculum activities including subsidised student experiences, excursions and camps.

With continued support from our school community in 2025, we can provide our students with modern and updated resources including books and library materials, music and art supplies, upgraded digital technology, engaging opportunities and valuable experiences.

We appreciate not all families are able to contribute financially and we also welcome contributions of time and skills. During the year, there will be opportunities for our school community to participate in and support our goals and initiatives to enhance our school and ensure the very best for our future generation.

Please find the attached itemised list of resources, items and materials that Reservoir Views Primary School is requesting contributions for. The contributions go specifically towards items and activities that help improve your child's educational experience.

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

### **Extra-Curricular Items and Activities**

In order to provide students with opportunities beyond the standard Victorian Curriculum, Reservoir Views Primary School offers a range of items and activities that enhance and broaden the school experience of students. These items and activities are offered at an additional cost with further information and payment details to be provided during the 2025 school year via the Compass app.

### **Financial Support for Families**

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

- access to the Camps, Sports and Excursions Fund;
- ability to make Centrepay instalments for families who receive Centrelink benefits; and
- State Schools Relief

For a confidential discussion about accessing any of the above supports, or if you would like to discuss alternative payment arrangements, contact Melinda Owens, Business Manager or Steve Stafford, Principal on (03) 9460 6995 or by email at [reservoir.views.ps@education.vic.gov.au](mailto:reservoir.views.ps@education.vic.gov.au)

### **Payment options**

Payments can be received from **2 December 2024** and **30 January 2025**. Contributions are welcomed at any time, however payment of contributions by 30 January 2025 would be appreciated to support our planning and administration. The school accepts payments via Compass, Qkr!, cash or EFTPOS at the front office (Visa and Mastercard accepted).

Centrelink (Centrepay) is available for those who receive a Centrelink benefit. A portion of your fortnightly payment can be sent directly to the school to pay for optional extra-curricular items or activities or if you wish to make voluntary contributions. See information sheet on last page for more details.

### **Refunds**

Parent requests for refunds are subject to the discretion of the school and are decided 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 costs have been incurred, the Department's Parent Payment Policy and Guidance, the Financial Help for Families Policy, and any other relevant information.

Yours sincerely,

Stephen Stafford  
Principal

Gerard Daley  
School Council President

Curriculum Contributions - itemised list of resources per student to use, or participate in, to access the Curriculum	Amount
<b>Year 4</b> individual booklist and stationery items for student's individual use (see full booklist and stationery items attached)	\$65.00
<b>Year 4</b> classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>Literacy aids (\$10.00)</li> <li>Art – folios, paint, glitter, coloured paper, tape, glue, etc (\$20.00)</li> <li>Inquiry / Social Emotional Learning (SOL) – poster paper, PVC glue, laminating pouches, etc (\$5.00)</li> <li>Mathematics / Science – numeracy aids, etc (\$5.00)</li> <li>Music – exercise book, craft consumables, etc (\$5.00)</li> <li>P.E / Sport – exercise book, ribbons, equipment, etc (\$5.00)</li> </ul>	\$50.00
<b>Year 4</b> Online Subscription per student <ul style="list-style-type: none"> <li>Essential Maths (\$15.00) Numeracy</li> </ul>	\$15.00
<b>Year 4</b> Printing and photocopying of worksheets and learning materials	\$20.00
<b>Sub Total</b>	<b>\$150.00</b>
Other Contributions – for non-curriculum items and activities	Amount
AUSLAN Language program	\$50.00
Music program resources	\$50.00
School grounds maintenance and improvements	\$50.00
<b>Sub Total</b>	<b>\$150.00</b>
<b>Total cost per student</b>	<b>\$300.00</b>

**Booklist – YEAR 4 individual booklist items / stationery pack items**

Description	Qty
Scissors - School Right-Handed 150mm Red	1
FABER CASTELL Graphite Pencil HB	8
Glue Stick Bostik 35 gram	4
Educ8 Triangular Coloured Pencils Pk 12	1
Sharpener Faber Castell WAVE 2 Hole with catch	1
Faber Castel Connector Pens Art Set Wallet 14	1
Pencil Case Cloth Backed 35cm x 18cm 2 Zip	1
Educ8 18mm Writing Book Dotted 3rds 64p	7
Educ8 64pg Mega Maths Book 10mm Graph ruled	3
Eraser Radius Large	1
Edding 345 Highlighter wallet 4	1
Educ8 Jumbo Scrap Book 72 pg 335 x 245mm 70gsm	4
Educ8 18mm Project Book Dotted 3rds 335 x 245mm 64 Pg	1
Bendy Plastic Ruler 30cm	1
PP Envelope A4 with Button Clear	2
Copperplate Columbian Red Checking Pencil	2
Ultra Letter Files A4 Clear	2
Show-me Slim Barrel Black Drywipe Pens Fine	8
Educ8 Dry Mag Whiteboard eraser	1
Educ8 Circus Scrapbook 64 Page 100gsm ART	1

# 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.

# YEAR 4 (2025) PARENT PAYMENT FORM

Please complete this form and return it to the office as soon as possible.

Contributions can be made when submitting this form, or on the first day of Term 1 on **30 January 2025**.

**Student name:** \_\_\_\_\_

**Parent/guardian name:** \_\_\_\_\_ **Contribution amount: \$** \_\_\_\_\_

Curriculum Contributions - itemised list of resources per student to use, or participate in, to access the Curriculum	Amount
<b>Year 4</b> individual booklist and stationery items for student's individual use (see full booklist and stationery items attached)	\$65.00
<b>Year 4</b> classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>Literacy aids (\$10.00)</li> <li>Art – folios, paint, glitter, coloured paper, tape, glue, etc (\$20.00)</li> <li>Inquiry / Social Emotional Learning (SOL) – poster paper, PVC glue, laminating pouches, etc (\$5.00)</li> <li>Mathematics / Science – numeracy aids, etc (\$5.00)</li> <li>Music – exercise book, craft consumables, etc (\$5.00)</li> <li>P.E / Sport – exercise book, ribbons, equipment, etc (\$5.00)</li> </ul>	\$50.00
<b>Year 4</b> Online Subscription per student <ul style="list-style-type: none"> <li>Essential Maths (\$15.00) Numeracy</li> </ul>	\$15.00
<b>Year 4</b> Printing and photocopying of worksheets and learning materials	\$20.00
<b>Sub Total</b>	<b>\$150.00</b>
Other Contributions – for non-curriculum items and activities	Amount
AUSLAN Language program	\$50.00
Music program resources	\$50.00
School grounds maintenance and improvements	\$50.00
<b>Sub Total</b>	<b>\$150.00</b>
<b>Total cost per student</b>	<b>\$300.00</b>