

Dear Parents

Research Primary School is looking forward to another great year of teaching and learning, and we would like to advise you of our parent contribution arrangements for 2023.

The School is funded predominantly by the State Government and these funds pay staff and contribute to running costs such as electricity, water, some minor building maintenance and also many of the other things that are required to operate a government school.

Government funding does not however cover the consumables used by students such as books, pens, pencils, computer supplies, art and general supplies, nor does it cover the cost of excursions and general enhancements to buildings and facilities such as new play equipment and school ground developments.

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, volunteering your time or both. This has made a huge difference to our school and the programs we can offer.

Your support along with locally raised money such as our PFC fundraising efforts and money received through Curriculum Contributions, Other Contributions, Extra-Curricular Items & Activities (listed on the one page overview attached) are all used to help meet these extra costs and to purchase new equipment.

Within our school, support through Curriculum Contributions has allowed us to supply students with; student supplies (individual stationery bags) chosen for their quality and so that all students in the class have the same items. Class requisites are also covered such as cover paper, general paper & stock, computer consumables, laminating materials, binders, paint, and class sets of text books etc. The contribution also helps with library books & materials, art supplies, literacy & maths supplies, science & general equipment.

The second category of Other Contributions is used to help pay for maintenance & improvement of facilities such as: painting, safety inspections etc & grounds; upkeep, play equipment & outdoor areas, along with classroom & school equipment for the children; digital learning, computer devices & first aid / hygiene resources etc.

On Friday 27 January 2023, individual stationery bags will be available at school. We would greatly appreciate a voluntary payment towards your child's/children's individual stationery bag of \$100, along with a voluntary payment of \$130 towards classroom consumables, materials and equipment used at school.

Please find the payment breakdown/contribution form attached. We would appreciate if you could please complete this form and return to the school by 25 January 2023 so the school can prepare accordingly.

School Council also has an Australian Tax Office endorsed **Tax Deductible Building Fund** which will be maintained at a suggested contribution of \$50. This contribution will also help towards maintaining & improving our buildings and a receipt will be issued to you once paid..

Contribution Method:

Our **preferred way of receiving contributions** for Curriculum and Other Contributions is via COMPASS, you can access this via your child's Compass page under 'Course Confirmation and Payments' (hover over the grid icon). Alternatively please use the payment breakdown/contribution form attached to this letter.

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.

Contributions can be made from today and are very much appreciated this calendar year.

Financial Support for Families:

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

- the Camps, Sports and Excursions Fund (CSEF)
- Community Private Donations and School Council Subsidies

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact the office before Friday 25 November 2022. Your understanding and support is very much appreciated.

For further information on the Department's Parent Payment Policy, such as the three categories regarding contributions, please see the one page overview attached.

Michael Settle
President

Colin Steiner
Treasurer

Fiona Vale
Principal



RESEARCH PRIMARY SCHOOL PAYMENT BREAKDOWN / CONTRIBUTION FORM

Please return this form to the school office or mail to school, alternatively our preferred method of contribution is via COMPASS. Contributions are requested by 25th January 2023.

Could parents please collect their child's individual student pack on Friday 27 January 2023 (between 9am & 1pm)

Curriculum Contributions items for your child are listed below.

Please complete this form and return to the school by 25 January 2023 so the school can prepare accordingly.

Contributions made in 2022 are accepted and appreciated

Curriculum Contributions (covers items such as) Items and activities that students use, or participate in, to access the curriculum	Amount
• Individual student stationery packs	\$ 100.00
• classroom supplies eg: cover paper, laminating supplies, glue, publishing paper, binders, learning journals, coloured paper, graph paper, display books, stickers, tape, book boxes, class sets of books • library books and materials • literacy and numeracy support • photocopying • printing • computer software/apps • science & general equipment • take home reading books • subject equipment (maths, art etc) • ICT devices	\$ 130.00
TOTAL	\$ 230.00

Other Contributions

You can make a voluntary Other Contribution to any of the specific priorities outlined in the table below. *The amount of voluntary contributions is suggested, however, you can nominate any contribution amounts:

Other Contributions For non-curriculum items and activities	Tax Deductible ?	Amount
Building Fund : • building repairs • window maintenance • painting program • air conditioners (never supplied by government, not even in the new buildings) Suggested contribution \$50	Yes	* _____
Other Facilities Contribution: • playground equipment / enhancements • general maintenance • grounds maintenance • upgrading furniture • Technology (such as interactive whiteboards / interactive TVs)	No	*\$ 60.00
General Contribution	No	* _____
TOTAL		\$

Your child will not be disadvantaged if you do not make a voluntary contribution.

All records of voluntary contributions are kept confidential as well as your decision about whether to make a contribution or not.

FAMILY NAME:

CHILD(REN):

Parent Payment Contribution Slip :

Curriculum Contributions (suggested \$230 per student at RPS) Amount \$ _____

Other Contributions (Building / Facilities / General) Amount \$ _____

TOTAL \$ _____

(Please tick one)

COMPASS

Cash

Cheque

Mastercard/ Visa

Preferred Contribution Option

(Please tick and return to office if paid via COMPASS)

(please do not mail cash)

(payable : **Research Primary School**)

(please complete below & return to the office)

Card No: _____ Expiry Date ____ / ____ CVC _____

Cardholders Name..... Cardholders Signature..... Date

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.