



December 6th, 2024

Dear Parent/Carer,

Glendal Primary School is looking forward to another great year of teaching and learning and would like to advise you of our voluntary financial contribution for 2025.

These contributions are essential to enable us to provide equipment and resources to support all our learning programs. Importantly, we provide, a range of devices (iPads, laptops etc.), which mean that we do not ask you to provide, or maintain, a digital device. Our devices are also updated regularly and maintained by our technician. Your contributions also go towards online programs in maths and literacy, that are used at home, and equipment and materials used by the students at school, including their stationary.

Government 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 Glendal can offer the best possible education and support for our students. We want to thank you for all your support, whether that is through contributions, fundraising or volunteering your time. This has made a significant difference to our school and the programs we can offer.

The school makes every effort to keep the cost of items purchased and activities at a minimum and sources products from the most economical suppliers possible.

Our school website www.glendalps.vic.edu.au has the link to the Parent Payments Policy for your reference. For further information on the Department's Payments Policy, please see a one-page overview attached.

Financial Support for families

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

- the Camps, Sport and Excursion Fund (CSEF)
- payment plans
- State Schools' Relief

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Judy Hammer on 9803 1330 or at judy.hammer@education.vic.gov.au

Refunds

All refund requests must be made in writing. A request for a refund does not automatically equate to a full refund of monies paid.

- Curriculum Contributions:

Where payment has been received for the curriculum contributions and the student is exiting the school, a pro-rata refund, dependent on the number of terms the child has been enrolled at the school for, may be applicable.

- **Extra-Curricular Items and Activities:**
Students withdrawing from camps, excursions, in-school visits and extra-curricular activities can request a refund. A refund (less any non-refundable deposit) will be payable to the parent/carer after the event has occurred, if the withdrawal from the activity is due to unavoidable circumstances, i.e., illness. Proof may be required, e.g., medical certificate. Please refer to the school website for Glendal's Refund Policy.

Where the school is charged a 'group fee' as opposed to a 'per head fee', a refund cannot be calculated until all associated cost have been met.

In closing, School Council, the staff and I would like to once again, thank you for your much needed contribution during the 2024 school year and we look forward to your continued support in 2025 and beyond.

Yours sincerely,

Deborah Grossek
Principal

Divya Sharma
School Council President

2025 Educational Contributions

Child's Name: _____ Class: _____

Curriculum Contributions - items and activities that students use, or participate in, to access the curriculum	Amount
<i>Classroom consumables, materials and equipment:</i> <ul style="list-style-type: none"> • Student and Classroom stationery and requisites (\$107.00) • Art – paint, crayons, canvas, glitter and coloured paper (\$40.00) • Mathematics – numeracy blocks (\$28.00) • English – book boxes (\$25.00) • Sports – equipment (\$10.00) 	\$210.00
<i>Curriculum Learning Resources</i>	\$25.00
<i>Online subscriptions:</i> <ul style="list-style-type: none"> • Reading Eggs/Reading Eggpress/Matific/My Numeracy 	\$70.00
<i>ICT devices – provision of devices from the shared classroom sets</i>	\$180.00
Total Curriculum Contributions	\$485.00
Other Contributions - for non-curriculum items and activities	Amount
<i>Nurse and first aid equipment</i>	\$50.00
<i>School grounds maintenance and improvements</i>	\$40.00
<i>Glendal Primary School Hardship Fund</i>	\$20.00
Total Other Contributions	\$110.00
Tax deductible contributions	
Building Fund - A tax-deductible contribution to support renovations, upgrades and maintenance of the school hall.	\$ _____
Library Fund - A tax-deductible contribution to support the purchasing of books and displays for the library.	\$ _____

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

Glendal 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.

The cost of extra-curricular items and activities will be advised throughout the year.

Total Category	Totals
Curriculum Contributions	\$
Other Contributions	\$
<i>(Non-tax deductible)</i>	\$
<i>(Tax-deductible)</i>	\$
Total	\$

Payment methods

Payment of contributions can be made by:

Compass – either in full or by payment plans

BPay – using your individual family code as the reference and providing notification to the school

Cash or EFTPOS – please pay via the Office

Suggested Dates for Payments

We are accepting payments for the 2025 Parent/Carer Contributions from *Monday December 9th, 2024.*

Should you elect to pay next year, we would appreciate receiving these contributions on or before *Wednesday 19th February, 2025.* If you would prefer to pay via a Payment Plan these are available through Compass with suggested dates.

Payment Plans will be split into three with the first instalment due on *Monday 17th February 2025,* the second instalment due on *Monday 12th May 2025* and the third instalment due on *Wednesday 23rd July 2025.* Should you prefer different payment dates, please contact the Office.

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	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	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.