



PARENT PAYMENT ARRANGEMENTS 2022

Grade 3/4

Dear Parent / Guardian,

Donvale Primary School is looking forward to another great year of teaching and learning and would like to advise you of Donvale Primary School's voluntary financial contributions for 2022.

Schools provide students with free instruction to fulfil the standard Victorian curriculum. We want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families through your voluntary contributions ensures that our school can offer the best possible education and support for our students.

Within our school this support has allowed us to organise and coordinate rich, extensive programs outside of the traditional teaching and learning programs. The environment and resources that we enjoy today represent the contributions made by our parent/carer community over many years. Parent/Carers voluntary contributions make significant difference to the quality of our programs. This financial support ensures that we can continue to provide the excellent range of facilities and resources for your children.

Our Specialist programs of Art, Music, Mandarin and PE, for example, are outstanding and your financial contributions assist us with the purchasing of varied art resources (clay, paint, brushes), musical instruments including keyboards, drumkits, ukeles, Marimba Band, sporting equipment and much more.

Additional programs we can offer because of your contributions include choirs, State School Spectacular, Productions, concerts, art shows, community nights, sports events, multicultural days, science and sustainability programs including gardening.

All of these programs, running alongside the traditional teaching and learning programs, are imperative so as to provide an effectively balanced and rigorous overall education for your child/ren. These are the programs and events so essential in being able to provide the rich learning opportunities that foster our belief in developing the whole child.

Further, our fantastic playgrounds, sports areas, oval and outside facilities have all been supported through our combined efforts. For example, your support has enabled us to upgrade the buildings with new carpet, blinds, air-conditioning and painting works. It has also assisted with the upgrade and maintenance of our school grounds and playground through the installation of Tiger-turf on the junior side and resurfacing works to the senior side sports area.

Without your ongoing contributions, many of these things may not be possible. Each year, Donvale Primary School parents / carers show positive support for the school through parent voluntary payments and fundraising efforts. With this support, we are able to continue to provide the excellent range of program, facilities and resources for your child/ren. We thank you for your support as this makes a huge difference to our school and to the programs we can offer.



CHANGES TO PURCHASING STUDENT REQUISITES:

Due to the expectation within DET's Parent Payment Policy, we will now be asking parents to purchase their child's school requisites from a third party. Previously, the school has purchased these requisites in bulk and requested payment from parents via school fees. This will no longer be the process. Parents will now be required to purchase their child's school supplies and requisites themselves.

To simplify the process for you and to ensure that the children bring to school consistent supplies and requisites, we have organised an opportunity for you to purchase all required supplies for your child/ren with 'Maxim Office Group.' They have developed a specific 'Donvale PS parent portal' for you to be able to purchase your child's supplies and requisites for 2022 in a book pack. The portal will display the year level's booklist and the requirements for the children in these year levels. These booklists have been developed by our class teachers. You are under no obligation to purchase your child's school requisites through Maxim however, this would be preferable so that we can ensure consistency of items across the year levels.

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: **DONVALEPS**
**Please note this is capital sensitive. Please enter code as displayed above.*
3. Select the year level required for order
4. Please ensure that the students' name, your name and contact details are given and correct
5. Select 'Place order'
6. If purchasing more than one booklist, please select 'Add another booklist' and follow the same procedure from step 3
7. Select 'Proceed to payment options'
8. Your total payment amount required will display on screen
9. Select 'Pay Now'
10. Please choose your check-out option – Credit/Debit available. Ensure payment details are correctly entered
11. You will receive a payment receipt, and an order confirmation to the email address you provided
12. Your child's pack/s will be delivered to the school

Should you choose to purchase your child's school requisites from another third party, we ask that you please purchase items that are the same or similar to that listed on your child's booklist. We can assure you that we have made every effort to keep the cost of items and activities to a minimum and affordable for all parents. We have spent considerable time selecting the most appropriate requisites to meet the needs of our students.

All book packs will be delivered to the school in late January and we will schedule a collection day for parents to pick them up in the week preceding the commencement of the school year 2022 – (week beginning Monday 24th January)

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

Yours sincerely,

Donvale Primary School Council

Lena Clark

Principal

Craig Cowley

School Council President



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables, materials & equipment – as per attached sheet	\$90
Art LOTE Music Health/PE STEM	\$50
ICT Devices – provision of devices from the shared classroom sets <ul style="list-style-type: none"> • Provision for students to have access to an iPad • Maintenance of the server, WiFi network and iPad programs 	\$20
Printing and photocopying for students	\$30
Curriculum activities <ul style="list-style-type: none"> • Athletics carnival • School Production • Multi-Cultural day • Art Shows • Writers Festival • Musical Performances 	\$60
Digital and online subscriptions for learning <ul style="list-style-type: none"> • Problemo • Seesaw 	\$20
Assessments <ul style="list-style-type: none"> • Essential Assessment 	\$10
Student Diary	\$10
Sub Total	\$290
Other Contributions - for non-curriculum items and activities	Amount
Student and parent communication <ul style="list-style-type: none"> • Compass 	\$30
<ul style="list-style-type: none"> • First aid equipment 	\$10
School buildings/grounds maintenance and improvements	\$40
Sub Total	\$80
Total Amount	\$370



Curriculum and other contributions – Grade 3/4

Childs Name

Grade

Total

Category	
Curriculum Contributions	\$
Other Contributions	\$
Total	\$

Please select the payment method below:

- Payment by Compass (preferred)
- Payment by Cash – Enclosed in a sealed and labelled envelope
- Payment by EFTPOS at the office
- Payment by Credit Card (Mastercard, Visa) – using the slip below

Credit Card Payment Slip - Donvale Primary School	
Family Name: _____	Total payment \$ _____
CARD HOLDER'S NAME: _____	
EXPIRY DATE: ____/____	<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD
CREDIT CARD NO: 	CVC ____
SIGNATURE: _____ DATE: ____/____/____	



Extra-Curricular Items and Activities

Donvale 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 and the cost of these will be advised throughout the year. This may include excursions, incursions, guest speakers, and camp activities/sleepovers.

Financial Support for Families

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

Sandy Bryant

Business Manager

Ph: 03 9842 3373

Email: sandra.bryant@education.vic.gov.au

Payment methods

At Donvale Primary School, we encourage parents to use Compass as the preferred method of payment however payments can also be made by cash, credit card using the slip provided, EFTPOS at the office or BPAY. All records of payments made are strictly confidential.

Refunds

At Donvale Primary School 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.

Please refer to our refund policy for further information.



Curriculum Contributions – Grade 3/4

Item	Specifications
Classroom Bulk Stationery	Classroom bulk supplies including: A3 & A4 white and coloured paper A3 & A4 Laminating pouches Pencils, pens, textas, rulers, glue sticks, scissors, erasers, blu tack, paints, paint brushes 18mm ruled paper 14mm ruled paper Fun dough Plastic pockets Display books Whiteboard markers/duster Sticky tape/masking tape Craft items
Art	Consumables for art including scrapbook, textile items, paint, paint brushes, inks, glue, tape, coloured paper, cardboard, printed paper, kinder squares, clay, plasticine, cord, string, craft supplies (various including wooden sticks, wooden and paper shapes, pom poms, feathers, foam, pipe cleaners, corrugated card, foil, joggle eyes) Sculpting and constructing materials.
LOTE	Consumables for LOTE including scrapbook, writing materials, coloured paper, cardboard, craft items, glue, tape
Music	Consumables for music including pencils, glue sticks, plastic pockets
STEM	Consumables for STEM including writing materials, coloured paper, cardboard, wood, fabric, paint, glue, tape, food products, craft items, plants, seeds, batteries, measuring cups/jugs, torches, globes, soil for use in construction, scientific experiments and STEM activities.
Health/PE	Sporting Equipment

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.