



17 November 2023

Dear Parents/Guardians,

## PARENT PAYMENT ARRANGEMENTS 2024

Wurruk Primary School is looking forward to another great year of teaching and learning in 2024 and would like to advise families of our parent payment arrangements for next year.

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. Wurruk Primary School will not be requesting parents to make a financial contribution to support the standard curriculum requirements for the school for 2024.

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

### Extra-Curricular Items and Activities

We do sometimes offer activities that enhance or broaden the schooling experience of students that are above and beyond what the school provides in order to deliver the Curriculum. **These are provided on a user-pays basis.**

Extra-Curricular Items and Activities	Amount
<p><b>School Camps</b> – we offer a <b>user pays</b> camp for the middle students in years 3 and 4 and the senior students in years 5 and 6.</p> <p><b>A user pays camp is not compulsory for students to attend.</b></p> <p>Schools will endeavour to make camps as economical as possible. Eligible families may use their camps, sports and excursion funds (CSEF) to help finance their child/ren's camp.</p>	To be advised
<p><b>Extra-curriculum excursion/incursion to be scheduled 2024</b></p> <p>A major excursion will be offered in 2024 which will be subsidised by the school and families may be asked to make a financial contribution. Parents will be given notice of any planned event.</p> <p><b>A user pays excursion/incursion is not compulsory for students to attend.</b></p> <p>Wurruk Primary will not request voluntary curriculum contributions towards the cost of excursions/incursions that are required by all students to meet Curriculum outcomes. These include bus travel, sporting activities, swimming, performances and activities such as Bug Blitz or Life Education.</p>	To be advised



### **Financial Support for Families**

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

- The Camps, Sports and Excursions Fund available for low-income families who hold a valid means-tested Centrelink concession card
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities
- Second hand uniform

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

Judy Sturgeon or Lianne Bassett  
Ph: 03 5144 2975  
Email: [wurruk.ps@education.vic.gov.au](mailto:wurruk.ps@education.vic.gov.au)

### **Payment Methods for Extra-Curricular Activities**

#### **Cash**

Payment can be made in cash at the school office.

#### **Direct Deposit**

Wurruk Primary School  
BSB: 063526  
Account No: 10071614  
Please include reference: *Student/Family Name*

#### **Camps, Sports, Excursion Fund**

For those families wanting to make payment using their CSEF will be asked to sign an authority at time of camp/excursion.

#### **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 by the school.

Yours sincerely,

Gayle Coleman  
*Principal*

Leah Styles  
*School Council President*

# 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.