

06 November 2023



Dear Parent/Guardian

Surrey Hills Primary School is looking forward to a productive and enjoyable year of learning in 2024 and would like to advise you of the voluntary financial contributions for next year. Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary.

SHPS is proud of our enhanced educational program and activities delivered to our students and makes every effort to keep the cost of items and activities to a minimum and affordable for all families.

This is achieved through bulk purchases of classroom requisites, which ensures the added advantage of all children having access to identical materials. In addition, SHPS continues to invest in IT hardware, software, networking and support to deliver outstanding programs, thereby eliminating the need for parents to provide personal IT devices for onsite learning.

Furthermore, 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 your assistance, whether that's through supporting our teaching staff, fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer and is very much appreciated.

Some Curriculum Contribution areas have increased slightly from the 2023 amounts due to the higher costs to the school for consumables items such as stationery, workbooks, curriculum and IT necessities as well as upkeep of the school grounds. We appreciate that families are experiencing higher costs of living currently so have tried to keep increases as minimal as possible, while still ensuring that the school remains in a stable financial position into the future.

Payment Methods

Payment Using Compass

The Compass Parent Portal enables you to do the following:

- Update your registered email and mobile number (used for SMS alerts)
- Pay school fees, charges and contributions
- Approve or enter upcoming or past absences for your child

Parents are encouraged to utilise this payment option for the 2024 school year. Compass is a web-based system that is accessible on any modern web browser or by using the **Compass School Manager** app available for iOS or Android devices. To access our Compass Parent Portal, go to the Surrey Hills Primary School website <http://www.surreyhillsp.vic.edu.au> and click the Compass link on the homepage, or download the app and search for Surrey Hills Primary School. Alternatively, you can go direct to Compass via <https://surreyhillsp.vic.compass.education>.

Financial Support for Families

The school appreciates that families may sometimes experience financial difficulty in meeting payment requests. A number of support options are available to families who may have difficulty making payments, including the second-hand uniform donations, State Schools Relief, Centrepay, or the Camps, Sports, and Excursions Fund.

If you are experiencing difficulty in making the requested payments please contact our Parent Payment Contact **Rochelle Kendt** by phone on **9890 1560** or email **surrey.hills.ps@education.vic.gov.au** for a confidential discussion about alternate arrangements.

Refunds

Surrey Hills Primary School aims to provide a fair and equitable refund system. Students who exit SHPS during the year will be entitled to a refund on a pro-rata by term basis. Please refer to the Parent Payments Policy under the policies section of the school's website.

Please find attached the 2024 list of payment items / services requested for your child's program. This format is in line with current Department of Education & Training requirements.

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

The Department of Education and Training has introduced a public 1800 parent phonenumber for parents to raise issues regarding their school's parent payment arrangements. Please refer to the DET website for further information. <https://www.vic.gov.au/school-costs-and-fees>

Starter Supply Packs – Collection Dates

For those families who have settled their account or set up a payment plan by Friday 15 December 2023, the Starter Supply Packs will be available for collection from the school on:

- Monday 18 December 2023 between 9:00am and 3:30pm
- Tuesday 19 December 2023 between 9:00am and 12:00pm
- Wednesday 20 December 2023 between 10:00am and 11:00am

An additional collection day on Monday 29 January 2024, between 1:00pm and 2:00pm, will be available for families that settle their account or set up a payment plan after 15 December 2023.

On Starter Supply Pack collection days, please proceed to the collection point, together with your Compass Receipt, where your pack will be distributed. **Please allow 24 hours for processing on Compass to avoid disappointment at the collection point.**

Please note, the contents of the Starter Supply Packs do not reflect the full provision of materials. The balance of Classroom and Curriculum Materials are distributed during the year.

Yours sincerely,

Travis Paterson
Principal

Megan Price
School Council President

Please find the itemised list of Curriculum Contributions, Other Contributions and Extra-Curricular Items and Activities for your child.

While payment is not required until the start of the 2024 school year, we would appreciate account settlement or a payment plan in place by 20 December, 2023.

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom Requisites (Stationery Pack) per student comprising: Including (but not limited to) textas, pencils, crayons, pens, Visual Art, Performing Arts, Sport & LOTE materials.	\$111
Classroom Requisites continued (Workbooks) – Including (but not limited to) Subject areas workbooks (per student), Learning Journals, take home reading books, writing books, spelling books, diaries Years 3-6	\$55
Curriculum (per student): Including (but not limited to) Storybox Library, Soundwaves, Maths cards, Mathletics, Inquiry Learning - PYP (Primary Years Program) International Bacculaureate.	\$150
Information Technology (per student): Including (but not limited to) laptop leases, iPads, information technology materials, Lego, Robotics, Additional IT support, Spheros, Ozebots.	\$234
Other Contributions - for non-curriculum items and activities	Amount
Grounds Maintenance (\$70 recommended per family) To provide regular maintenance of school grounds and meet safety standards, including annual inspections. The Government provides some funding to address urgent works and essential items. Any shortfalls are met by these locally raised funds.	\$70
Fundraising Contributions (\$55 recommended per family) To enable the implementation of new initiatives and equipment by the school to enhance the learning environment for all children at SHPS.	\$55
First Aid (\$30 recommended per student) Includes provision of supplies, e.g. school EpiPens, first aid kits, generic Ventolin and spacers	\$30
Tax deductible contributions	
Building fund A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$
Library fund. A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$
State Schools Relief. A tax-deductible contribution to support needy families with uniforms, books, etc. We ask families to consider a donation of a minimum of \$8. Please consider supporting this.	\$8
Total Amount	\$

Extra-Curricular Items and Activities

Surrey Hills Primary School offers a range of items and activities that enhance and broaden the schooling experience of students and are above and beyond what the Department of Education and Training provides in order to deliver an enhanced Curriculum. **These are provided on a user-pays basis.**

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
Incursions/Excursions (per student): Prep to Year 6	\$140	
Interschool Sports & Specialist Phys Ed (per student): Years 3 to 6	\$53	
Camp Deposit (per student): Years 4, 5 and 6	\$212	
Parents Association Membership (per family)	\$2	
Total Extra-curricular Items and Activities		\$

IMPORTANT INFORMATION ABOUT THE CAMPS, SPORT AND EXCURSIONS FUND (CSEF) FOR 2024

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. The allowance will be paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child. The annual CSEF amount for a primary school student is \$150.

Contact the school office to obtain a CSEF application form or download from <https://www.vic.gov.au/camps-sports-and-excursions-fund>

Your child will not be disadvantaged if you do not make a contribution. All records of contributions are kept confidential as well as your decision about whether to make a contribution or not.

Parent Payment Charges – Office Use	Amount
Curriculum Contributions	_____
Other Contributions	_____
Extra -Curricular Items and Activities	_____
TOTAL	_____

ANTICIPATED ADDITIONAL COSTS FOR PARENTS FOR 2024

CAMPS:

Students in Years 4, 5 and 6 will be attending camps during 2024. Costs will be confirmed for parents with as much notice as possible.

Camps, like excursions, are aligned to the school curriculum and therefore provide an important and enriching connection to student learning. Our school camps meet DET's framework risk management and accountability policies before being approved by School Council. School camps will not operate if the minimum number for costs is not achieved. As per our Camps and Excursions Policy, refunds cannot be given if the refund will cause a financial loss to the school.

Deposit per student required : \$212

Year 6 – Coonawara

20 March to 22 March 2024

Approximate cost \$440 - \$460

Year 5 – Kangarooie

07 May to 10 May 2024

Approximate cost \$485 - \$500

Year 4 – Creswick

24 July to 26 July 2024

Approximate cost \$420 - \$435

SWIMMING:

Students will be participating in a swimming /or water safety program during Term 4, 2024. While the swimming program is subsidised by the Department of Education, this does not cover the full costs of the program so there will still be a fee to families. Costs will be confirmed at a later 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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) 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.