

Dear parent/guardian,

Seville Primary School is looking forward to another great year of teaching and learning and would like to advise you of Seville Primary School's voluntary financial contributions for 2023.

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

After a successful start to our Sustainability program this year, we have added Sustainability to the Curriculum Contributions. This contribution will enable us to continue expanding our garden and cooking program and actively build sustainability into the fabric of everyday school and community life.

Last year's IT Voluntary Contributions assisted our school in purchasing a new fleet of Chromebook devices with the latest interactive technology for our students. Further contributions from families will result in more new devices being purchased to replace older devices, which will support our school in keeping a 1 to 2 ratio for devices as we grow our student population.

#### Parent Payments 2023 Summary

- **Book Packs** – ordered and paid through Ross Office Supplies.

#### **PLUS**

- **Contributions** – Paid through Ross Office Supplies when paying Book Packs or directly to the school.

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

Yours sincerely,



Andrea Lowe  
Acting Principal



Nicole Shore  
School Council President

## Book Packs - Educational Items for Students to Own. Approximately \$80 per pack.

Items that the school recommends you purchase from Ross Office Supplies for your child to individually own and use. Please see attached flyer for instructions on ordering through Ross Office Supplies.

Website – [booklist.officebrands.com.au/Croydon](http://booklist.officebrands.com.au/Croydon)

School Access Code – **rosewhite22**

**\*NOTE:** It is our recommendation that all Educational Items be purchased through Ross Office Supplies to ensure all students are using the same products to assist with class organisation.

If parents/guardians choose to provide equivalent materials themselves, we ask that this please be done in consultation with the classroom teacher, and items meet the specifications provided by the school. Book pack content lists are available from the Ross Office Supplies website or by contacting the school.

## Contributions

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Consumables - Prep–Year 2 materials &amp; equipment</b> <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper, clay (\$25)</li> <li>• Science – science materials (\$15)</li> <li>• Auslan – class resources (\$4)</li> <li>• Maths – class resources (\$5)</li> <li>• English – class sets (\$10)</li> <li>• Class – craft materials, cooking ingredients (\$30)</li> <li>• Sustainability – seedlings, ingredients, gardening &amp; cooking resources (\$20)</li> </ul>	\$109
<b>Online Subscriptions</b> <ul style="list-style-type: none"> <li>• Essential Assessment (\$11)</li> <li>• Reading Eggs (\$15)</li> </ul>	\$26
Other Contributions - for non-curriculum items and activities	
<b>IT Contribution</b> (per family)	\$25
<b>Total Curriculum and Other Contributions</b>	<b>\$160</b>

Extra-Curricular Items and Activities	
<b>Life Education</b> Health session	\$18
<b>TOTAL (excluding Book Pack)</b>	<b>\$178</b>

### **Extra-Curricular Items and Activities**

Seville 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. Payment will be requested through Compass Events throughout the year but Life Education may be paid now.

### **Financial Support for Families**

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

- the Camps, Sports and Excursions Fund
- State School Relief uniform supplies
- Multiple contributions over the year

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

Lee Nolan or Andrea Lowe

Ph: 03 5964 4557 | Email: Seville.ps@education.vic.gov.au

## **Payment Methods**

### **Book Packs**

Payment in full through Ross Office Supplies by **Thursday 24th November 2022** (to avoid a late fee).

*If you are experiencing financial difficulties, please contact the office BEFORE this date to discuss alternative arrangements.*

### **Contributions**

Payment in full through Ross Office Supplies when purchasing Book Packs.

**OR**

Payment via BPAY. Please fill in the following form and return to the office if paying by BPAY.

**OR**

Please contact the school office to make an alternative arrangement. Parents may choose to make recurring contributions and can download an Instalment Form [here](#) to nominate dates and amounts.

### **Refunds**

Please refer to our Refund Policy on the Seville Primary website at <http://www.sevilleps.vic.edu.au/school-documents.html>

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.

**BPAY Payment** (for Curriculum Contributions only, when choosing to pay directly to the school. Book Packs can be ordered and paid directly through Ross Office Supplies.)

Student name \_\_\_\_\_

I wish to pay the following via BPAY;

Contributions	
Consumables	\$
Online subscriptions	\$
IT Contributions	\$
Life Education	\$ 18.00
<b>TOTAL</b>	<b>\$</b>

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Please tick this box if you require your BPAY details to be provided to you.

*Please fill in and return to the school office if you wish to make payment via BPAY.*

# 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.