



## 2023 PARENT CONTRIBUTIONS

20<sup>th</sup> October 2022

Dear parents/guardians,

*Orchard Grove Primary School* is looking forward to another great year of teaching and learning and would like to advise you of the 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 donations, fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to:

- Offer a wide range of learning experiences including the specialist programs; Library, Performing Arts, Sport and Physical Education activities, Visual Art and Spanish across all year levels and the Grove cooking and gardening program (Years 3&4).
- Upgrade and purchase of additional IT devices across the school to cater for the growing need for devices in all areas of the curriculum.
- Employment of a First Aid Officer to look after the needs of our students and to liaise with parents and staff to ensure that needs are identified and met. This includes working with staff to ensure we remain compliant with all department policies and risk assessment and safety planning when students attend events or camps away from school.
- Maintenance and refurbishment of our school. As our school ages, and the needs of our community change, the school has undertaken a large number of maintenance projects. This ongoing work will enable us to a safe and inviting environment for students to grow.
- Purchase of resources for all our school programs.
- Additional Library and classroom books, readers etc.
- Refurbishment of our classrooms and learning areas to provide additional learning space for our students.
- Cyber Safety activities.
- Support the school's ability to offer further educational experiences such as our excursions and camps program, which enhance the curriculum.

### **PENCIL CASE AND CONTENTS- Years 1 to 6 ONLY**

***We have listened to feedback from parents and staff and are making a change.***

***We are asking parents to provide each child From Years 1 to 6 with a pencil case. This needs to include all items from the list provided with this document. NB: These items will no longer be purchased by the school, and we have reduced the contributions accordingly.***

All other bulk stationery and classroom supplies covered by the curriculum contributions will be delivered directly to the classrooms and be ready for the students to commence in the new school year.

Please find below Orchard Grove Primary Schools voluntary financial contributions schedule for 2023, which includes an overview of what your contributions will go towards.

*Michelle Ogilvie*  
*Acting Principal Orchard Grove*

*Trevor Hookey*  
*School Council President*

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><i>Classroom consumables, materials &amp; equipment, stationery, and textbooks</i></p> <ul style="list-style-type: none"> <li>● <i>Student workbooks, writing books, handwriting, and reading journals, clip folders, scrap books etc</i></li> <li>● <i>Classroom supplies, writing paper, coloured paper, butchers' paper, poster paper, cartridge drawing paper, paints, craft supplies, glitter</i></li> <li>● <i>Art – paint, crayons, construction supplies, glitter, coloured paper etc</i></li> <li>● <i>Science – consumables for science activities within classrooms</i></li> <li>● <i>Mathematics – numeracy resources</i></li> <li>● <i>English – books &amp; resources including CARS student workbooks</i></li> <li>● <i>Sports – equipment, ribbons</i></li> <li>● <i>Performing Arts – resources and activities</i></li> <li>● <i>Spanish – consumables for class activities, games, resources</i></li> <li>● <i>STEM – resources and consumables</i></li> <li>● <i>Civics and Citizenship – consumables for activities</i></li> <li>● <i>Humanities – consumables for activities</i></li> <li>● <i>Digital Technologies incl Cyber Safety Activities</i></li> <li>● <i>Online Subscriptions include Athletics, Reading Eggs, Essential Assessment, Story Box.</i></li> <li>● <i>Printing and photocopying of worksheets and learning materials</i></li> <li>● <i>Student Wellbeing including Buddy activities.</i></li> </ul>	\$340
<p><b>PENCIL CASE AND CONTENTS – Year 1 to 6</b></p> <p>Parents are required to provide students with a pencil case and a list of items as per the list attached to this document.</p> <p>These items will no longer be provided by the school and a reduction to the contributions has been applied.</p>	
<p><b>FOUNDATION SUPPORT – additional classroom supplies, and essential items and activities which enhance student learning outcomes in delivery of the Victorian Curriculum.</b></p> <p>Foundation classes use shared resources rather than individual pencil cases and supplies. These items will be supplied by this additional payment.</p>	(\$90)
Other Contributions - for non-curriculum items and activities	Amount
<p><i>First aid officer and first aid supplies for students</i></p>	\$35
<p><i>General school grounds maintenance and improvements (per family)</i></p> <p><b>Working Bees</b> – changing family circumstances has seen a significant drop in attendance at working bees. Parents can make an additional contribution instead of attendance</p>	(\$60) (\$40)
<p><b><u><a href="#">Jo Register Student Welfare Fund Donations</a></u></b></p> <p>General welfare donation to supports families as needed.</p> <p>Additional support to help families cover the curriculum contributions.</p>	\$ \$
Tax deductible contributions	
<p><b><u><a href="#">Building fund.</a></u> <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</i></b></p>	\$
<p><b><u><a href="#">Library fund.</a></u> <i>A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.</i></b></p>	\$
<p><b>Total Amount of Contributions</b></p>	\$

## Curriculum Contributions - Stationery and Educational items for students

Once again Orchard Grove Primary School will be partnering with Maxim Office Group for our classroom supplies. Maxim offer the school quality products, value for money, and continue to support the school with outstanding service.

Items and activities that students use, or participate in, to access the Curriculum, including:

Computer applications and online subscriptions which allow students to individually access programs.

Essential items your child will use in the classroom to support and encourage learning, such as stationery, workbooks, art supplies, science experiments, cooking ingredients, technology materials, student wellbeing activities etc.

### Foundation Support

The Foundation classes require a much higher volume of resources to enhance learning opportunities and directly support student learning outcomes in their first year of schooling. Foundation classes require shared resources rather than individually purchased items. Writing pencils, coloured pencils, and other pencil case items will be covered by the additional foundation levy. Parents are invited to contribute an additional \$90 per Foundation student to meet these needs.

### Other Contributions

Non-Curriculum items and activities which support the daily operations and enhance the buildings and grounds in which students can learn and play.

- Regular maintenance of buildings and grounds including mowing, pruning, clearing of drains and maintenance of playgrounds and equipment comes at a cost to the school. It is important to keep the grounds clean and safe for students, parents and the wider community.
- Working bees – we have been very fortunate over the years to be able to lower the costs to the school by holding working bees. Changing family circumstances are now making it more difficult for families to attend. We are inviting parents to make an additional contribution to help cover the cost of outsourcing the jobs using completed at working bees.
- As our pupil enrolments are at such a high level, we believe that it is important that we have a dedicated First Aid Officer to best look after the health and safety needs of our students. School Council made the decision to support the ongoing employment of a school First Aid Officer. This cost is outside what the Department of Education provides for any school. Hence, we ask for a \$35 voluntary contribution for each child to help the school afford this extra, but much needed First Aid Officer.
- **Donations** to the Jo Reg Student Welfare Fund allow us to provide confidential support and assistance to some of our families who are doing it tough. *Parents can donate an amount of your choosing and donate an additional curriculum contributions payment to help support an Orchard Grove family.*

### Tax Deductible Contributions

**Building Fund** -These funds are used to improve our school and add break out areas, playgrounds, multi-use areas and covered play areas. In particular the Meadow extension and outdoor areas have been paid for by donations and fundraising efforts.

**Library Fund**- Donations to the Library Fund can be put towards the purchase of library books, class books, computer software and hardware to support the learning opportunities of all students.

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

Orchard Grove 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. These are provided on a user-pays basis. Details of these items and activities will be provided to students and families throughout the year via Compass.

### Financial Support for Families

We understand that some families may experience financial difficulties and offer a range of support options, including:

- State Schools' Relief provides financial support for eligible families to purchase uniform
- **CSEF** – the Camps, Sports and Excursions Fund – available to eligible parents receiving a Centrelink Parenting Payment.
- *The **Jo Regester Student Welfare Fund** provides support for eligible students to attend activities, pay contributions, provide lunches etc.*
- **Payment plan options** for families who wish to make regular payments throughout the year.

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

**Kathy Broadbent – Officer Manager and Payments Coordinator or Charlee McElligott our Welfare Coordinator**  
 Ph: 03 [9894 3400] | Email: [orchard.grove.ps@education.vic.gov.au](mailto:orchard.grove.ps@education.vic.gov.au)

Category	
Curriculum Contributions	\$340
Foundation Support Contribution – Foundation students only	(\$90)
Other Contributions – First Aid	\$35
Other Contributions – Grounds Contribution	(\$100)
Donations to Jo Regester STUDENT WELFARE Fund	\$ General welfare donation
	\$ Curriculum contributions welfare donation
TAX DEDUCTIBLE- <b>Building Fund</b>	\$
TAX DEDUCTIBLE- <b>Library Fund</b>	\$
<b>TOTAL</b>	\$

### **Payment methods**

- \* **In order for parents to track payments and keep receipts, we recommend that ALL payments are made using COMPASS.**
- \* **Due to ongoing restrictions, we may be unable to process payments via the school office.**

\* Payment options can be discussed by contacting Kathy Broadbent in the office either by: phone 9894 3400 or email - [orchard.grove.ps@education.vic.gov.au](mailto:orchard.grove.ps@education.vic.gov.au)

### **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, the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.

In the case of incursions, excursions and camps etc, please notify the school as soon as possible of a nonattendance. In some instances, if the school had to prepay for the activity, a refund may not be possible, or a partial refund might apply.

If approved, the payment will be refunded and remain as a credit on the student's account.

**We cannot refund in cash.**

To discuss a possible refund, please contact Kathy Broadbent in the office either by: phone - 9894 3400 or email - [orchard.grove.ps@education.vic.gov.au](mailto:orchard.grove.ps@education.vic.gov.au).

# 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 nominated parent payment contacts: **Kathy Broadbent** -Office Manager and Payments Coordinator and **Charlee McElligott**- Acting Assistant Principal and Welfare Coordinator that parents can have a confidential discussion with regarding financial hardship arrangements. Please contact the office to speak to them.



### 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.