



Thursday, 16 November 2023

Dear parent/guardian,

Bittern Primary School is looking forward to another great year of teaching and learning and re-building our school community, in 2024.

While the Department of Education provide funding to facilitate the operation of our school, this is primarily utilised to provide teacher instruction for our children to fulfil the standard curriculum requirements. Ongoing financial support from our families enables us to provide additional educational resources and the best possible education experiences and support for our students. However, we would like to assure you that all contributions are voluntary.

We would like to thank all families, students, and community for your support throughout the year. Whether that was through fundraising or volunteering your time, these contributions make a huge difference to our school and the programs we can offer. To assist you in supporting us, we have put together our preferred voluntary financial family contributions for next year.

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

Yours sincerely,

Sally Herbert

PRINCIPAL

Linda Chahwan

SCHOOL COUNCIL PRESIDENT



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><i>Classroom consumables, materials & equipment (stationery)</i></p> <ul style="list-style-type: none"> • Art – paint, crayons, canvas, glitter, coloured paper, etc. • Science – substances for experiments and materials, etc. • Mathematics – numeracy blocks, counters, etc. • English – Handwriting books, Exercise books, pencils, etc. • Sports – equipment such as balls, ribbons, etc. • Music – equipment such as music sheets, etc. • AUSLAN – information sheets, etc. 	\$75
<p><i>Online subscriptions</i></p> <ul style="list-style-type: none"> • Essential Assessment \$10 • Athletics \$25 • Sunshine Online Plus \$15 	\$50
<i>Printing, photocopying, and learning materials.</i>	\$20
<i>ICT Devices – provision of devices from the shared classroom sets</i>	\$10
Total Curriculum Contributions	\$155
Other Contributions - for non-curriculum items and activities	Amount
<i>Student wellbeing programs</i>	\$10
<i>School grounds maintenance and improvements</i>	\$30
Total Other Contributions	\$40
TOTAL CONTRIBUTIONS FOR 2024	\$195

Educational items for students in class.

For the 2024 school year, we have organised the purchase of stationery items for each student. Students will be given their book pack (if payment is complete) in the first week of term 1 in 2024. If parents wish to request a stationery list to purchase their child's own items, please speak to Karyn in the office.



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

Bittern 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.

Extra-Curricular Items & Activities	Amount
<i>School camp to Portsea approx. \$300-\$350 (Years 3, 4, 5 and 6 ONLY)</i>	TBC
<i>Interschool sports program (Years 3, 4, 5 and 6 ONLY)</i>	TBA
<i>Excursion to be scheduled (Information will be sent home as required)</i>	TBA
Total Extra-Curricular Items and Activities	TBA

Financial Support for Families

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

- Camps, Sport and Excursions Fund
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities

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

Sally Herbert, Principal, or

Karyn Dickens, Business Manager

Ph: 03 5983 9590 | Email: bittern.ps@education.vic.gov.au

Summary Page

Category	Totals
Curriculum Contributions	\$155
Other Contributions (<i>Non-tax deductible</i>)	\$40
Total	\$195

Payment methods

- Cash
- Compass Pay
- EFTPOS at school office or over the phone
- Direct deposit to Bendigo Bank – BSB 633-00 Account No 143897569
(Surname/Books in description)

Refunds

Whole school events – non-refundable

Swimming – Family Credit

School Camp deposit – Refundable available IF requested **prior** to the deposit due date.

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 for busses and student entry fees. For further information please see the Department's Parent Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information on the DET website.

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.



Family Name: _____

Student Names: _____

Parent Payment Charges

Curriculum Contributions Amount \$ _____

Other Contributions Amount \$ _____

TOTAL \$ _____

PAYMENT PLAN OPTIONS

Order forms must be returned with a \$50 payment per student by Friday, 24th November 2023

Once full payment has been received, your stationery pack will be given to your child in the first week of term 1 in 2024. **One form per family/payment per student.**

Option 1:

Friday, 24th November \$50.00
 Friday, 15th December \$145.00

Option 2:

Payment Plan (per student)

Friday, 24th November \$50
 Friday, 1st December \$50
 Friday, 8th December \$50
 Friday, 15th December \$45

Option 3:

Friday, 24th November \$195

**PLEASE RETURN FORM (OR EMAIL INFORMATION) TO SCHOOL BY
 FRIDAY, 24TH NOVEMBER 2023 WITH DEPOSIT OR FULL PAYMENT**