



25 November 2021

Dear **Parents**,

Aitken Hill Primary School is looking forward to another great year of teaching and learning and would like to advise you of the voluntary financial contributions schedule for 2022.

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.

Within our school, your support in 2021 allowed us to:

- Offer a wide range of subjects and special curriculum experiences for our students across all year levels
- Provide ITC devices for use in classes on site and during remote learning programs
- Improve our grounds / equipment

Please find below Aitken Hill Primary School's voluntary financial contributions schedule for 2022, which includes an overview of what your contributions will help provide to all students.

Department of Education guidelines now mandate that schools are UNABLE to provide parents with a statement of fees. With this in mind, parents are asked to please review the recommended voluntary financial contributions schedule attached for an indication of contributions for your child/ren.

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

Yours sincerely,

Pete Hansen
Principal

Venu Venreddy
School Council President

2022 VOLUNTARY FINANCIAL CONTRIBUTIONS SCHEDULE

Please return this form once contribution has been made

SURNAME: _____

STUDENT NAMES: _____

ITEM	Suggested Amount per STUDENT
CURRICULUM CONTRIBUTIONS	
<ul style="list-style-type: none"> Classroom consumables including individual student stationery packs, materials & equipment for specialist subjects such as visual art, STEM, performing arts 	70.00
<ul style="list-style-type: none"> Printing and photocopying of worksheets and learning materials 	15.00
<ul style="list-style-type: none"> Whole school events -athletics day, performing arts productions, science night, cultural days, specific year level excursions/ incursions curriculum based 	50.00
<ul style="list-style-type: none"> ICT Devices – continued provision and maintenance of devices / accessories from the shared classroom sets 	10.00
<ul style="list-style-type: none"> Class sets of resources for shared use 	20.00
<ul style="list-style-type: none"> Online subscriptions <ul style="list-style-type: none"> Essential assessment – Literacy & Numeracy 	35.00
OTHER CONTRIBUTIONS	
<ul style="list-style-type: none"> Student wellbeing programs, lunchtime clubs First aid equipment School grounds maintenance and improvements, play equipment 	\$50

Please complete the details below if you are making any voluntary contributions. The above amounts are a guide only. Your payment amount is at your discretion.

ITEM	Item Amount	Number of students in your family	Annual Amount per FAMILY
Curriculum Contributions per student			\$
Other Contributions			\$
TOTAL FAMILY VOLUNTARY CONTRIBUTION			\$
DATE PAYMENT MADE - 2022			
PAYMENT METHOD / RECEIPT NO.			



**PAYMENTS for the 2022 SCHOOL YEAR CAN BE MADE
FROM 31 JANUARY 2022**

**PLEASE DO NOT MAKE PAYMENTS UNTIL SCHOOL HAS RETURNED FOR ALL
STUDENTS IN 2022**

AVAILABLE METHODS OF PAYMENT

1. Direct Deposit to official school bank account

Aitken Hill Primary School Official Ac

BSB: 063788 Acc No: 10150814

Please ensure the student name is recorded in the reference and this form is returned to school for reconciling with payments received in our bank account.

2. Compass – Course confirmation payments – This will not be available until Feb 2022

The voluntary contribution breakdowns are listed in this area of compass and if you would like to contribute payment may be made by this method.



Learn. Grow. Fly.

Curriculum Contributions

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

- **Educational items for students to own**
- Individual student stationary packs included in the curriculum contributions section have been compiled by the experienced teaching staff at Aitken Hill Primary School and therefore aligned to each specific year level and the relevant curriculum. All students will receive a pack at the beginning of the school year
- Computer applications where our students have their own individual password and use the program to complete Numeracy and Literacy tasks as well as assessment tasks – Aitken Hill Primary School we use Essential Assessment
- Everyday items that your child will use in the classroom to learn the essential curriculum such as art supplies, science experiment equipment, cooking ingredients, technology materials
- Curriculum based excursions / incursions deemed an important inclusion to curriculum delivery

Other Contributions

Non-Curriculum items and activities to support the daily operation and objectives of Aitken Hill Primary School.

Extra-Curricular (OPTIONAL) Items and Activities

Aitken Hill 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 will be provided on a user-pays basis. A payment cut off date will be advised in documentation provided to parents to enable accurate bookings to be confirmed. Details of these items and activities will be provided to students and families throughout the year. Please note these events are conducted on a user pays basis as they are considered extra curricular and therefore optional. Examples of these activities are overnight camps for years 3 – 6 students, graduation ceremonies for Year 6 students, various incursions / excursions for all year levels that enhance student learning.



Financial Support for Families

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

- State Schools' Relief provides financial support for eligible families to purchase clothing/uniforms at a reduced rate
- Camps, Sports and Excursions Fund provides payments for eligible students to attend camps, sports and excursions

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact our Business Manager on 8377 1000.

Payment methods

Parent contributions towards the requested payments enable us to maintain the quality of education that we provide at Aitken Hill Primary School.

All payment can be made electronically via direct credit to our school account ensuring the student's full name is entered as the reference, by BPay or through our Compass App. Any parent payment contributions may be made in instalments if preferred.

Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis and will apply to curricular activities and extra curricular activities. Requests for refunds must be made in writing. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost to the school has already been incurred, the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information

PARENT PAYMENTS POLICY 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.