



7 December 2022

Dear Parents/Guardians/Carers/Kin

PARENT PAYMENTS 2023 & STUDENT START - MONDAY 30th JANUARY 2023

We look forward to welcoming you and your children to Dandenong West in 2023. Our staff are here to support you.

This letter is to advise you of Dandenong West Primary School's voluntary financial contributions for 2023.

Schools provide students with free instruction to fulfil the Victorian Curriculum, all contributions are voluntary. The ongoing support from our families ensures that our school can offer the best possible education for our students.

One change for 2023 is that we will no longer collect an 'excursion' pre-payment. Some excursions will need to have their costs covered at the time of announcement. The total cost for incursions & excursions in 2023 will not exceed \$50 per student, excluding swimming and sports.

For further information on the Department of Education's Parent Payments Policy please see the one-page overview attached. A link Department of Education's Parent Payments Policy is available on the school website or at the school office, along with a copy of the school's Parent Payment arrangements.

Yours sincerely,

Bev Hansen
PRINCIPAL

Samantha Woolcock
SCHOOL COUNCIL PRESIDENT



Booklist 2023 - Educational items for students

In line with the Department of Education's Parent Payment policy, we no longer offer discounts for Health Care Card and Pension Card holders and no longer sell booklist packs. Rather, we ask parents for a voluntary contribution as the school will continue to purchase 'booklist' items in bulk.

Below are the 2023 estimated schools' contribution for Essential Student Learning Items for each student. Your Voluntary Contribution ensures that our school can continue to offer additional programs to support and enhance student learning.

Please indicate the amounts you wish to contribute on the next pages and return to school with your preferred payment method or you will be able to pay online in the new year via the new Compass parent communication portal that we will transition to in 2023.

Payment methods

We are happy to accept your contributions for 2023 any time from now onwards. For contactless service you may phone the school during school opening hours to and make payments over the phone by credit card, arrange a payment plan or CentrePay (Centrelink deduction) Instalments.

Payments can also be made by Cash, Cheque, EFTPOS and Credit Card, BPay or CentrePay.

You may fill out and send the form (pages 3&4) back to school with your credit card information to be processed on 23rd January 2023.

Our regular office hours are 8:40am-4:00pm Monday–Friday during school terms.

The school will be open in January to accept payments & assist with uniform sales/collection on:

Tuesday 24th January	10.00am - 12.00pm	or	1.00 pm - 3.00pm
Wednesday 25th January	10.00am - 12.00pm	or	1.00 pm - 3.00pm

Financial Support for Families

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

- Camps, Sports and Excursions Fund \$125.00 (*Present your Health Care Card, Pension Card or Immi card to the school office ASAP*)
- Payment by instalment arrangement
- CentrePay (Centrelink deductions)
- State School's Relief
- Smith Family

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Bev Hansen (Principal), Di Ma'u (Wellbeing), Rebecca Anwin (Business Manager). Ph: 03 9792 2868 or email: Dandenong.West.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.



Family Key:

Primary A Surname:

Student Surname: _____ **First Name:** _____ **Year:** _____ **Student Key** _____

If you would like to contribute to the curriculum expenses for your child, please indicate your nominated value by noting the amount in the table below and return this to the school by 30th January 2023

A: Curriculum Contributions

Items and activities that students use, or participate in, to access the Curriculum				
Item	Specifications	Approx Costs	CSEF Usable	\$ Voluntary Contribution
Student Stationery	General Classroom Stationery & Consumables	\$50.00	✗	\$
Consumable materials & equipment for students to receive instruction in the Curriculum	The Arts , etc Art - craft paper, glitter, clay, cardboard, paint, tape, glues, fabrics Performance Art Science – chemicals, etc Mathematics - blocks, etc English & Languages – book boxes, etc Health & PE - equipment, etc Investigations -materials & equipment, etc Humanities & Social Sciences, etc	\$55.00	✗	\$
Online Subscriptions	Essential Assessment software (\$10) (Mathematics & Literacy) Reading Eggs (\$15)	\$25.00	✗	\$
Printing and photocopying – worksheets & learning Materials		\$5.00	✗	\$
ICT & Design & Tech	Headphones, chargers, pens, cables , etc	\$15.00	✗	\$
Total Voluntary Contribution		\$150.00		\$

B: Other Contributions

For non-curriculum items and activities			
Item	Suggested Contribution	CSEF Usable	\$ Voluntary Contribution
School Sports Victoria Membership Year 5 & 6 only	\$10.00	✗	\$
First Aid equipment	\$5.00	✗	\$
School & Grounds Maintenance	\$10.00	✗	\$
Total Other Contributions			\$

Dandenong West Primary School offers a range of items and activities that enhance or broaden the schooling experience of students. These are provided on a user-pays basis and student participation is encouraged. If you would like to purchase an item or activity for your child, please indicate by noting the amount in the table below and return this to the school by 30th January 2023

C. Extra-Curricular Items and Activities

Items & Activities that are optional additions			
Item	Cost	CSEF Usable	\$ Items & Activities
Optional Year 6 Graduation	\$10.00	✗	\$
Optional Year 6 Graduation Shirt	\$36.00	✗	\$
Optional Year 5 & 6 Interschool Sports Program	\$15.00	✓	\$
Optional Year 4, 5 & 6 Camp to Phillip Island	\$250.0	✓	\$
Optional Year 3 & 4 Overnight Camp (at school)	TBA	✓	-
Swimming – Entry & Transport, etc	TBA	✓	-
New Students Only – upgrade to Reversible House colour Hat <i>1st Standard Hat Free, Upgrade only available prior to 27th January 2023</i>	\$2.00	✗	\$
Replacement Hat Standard Maroon	\$8.00	✗	\$
Replacement Hat House Colour Reversible	\$10.00	✗	\$
C. Total			\$

SUMMARY TOTAL OF INDICATED CONTRIBUTIONS

A. Curriculum Contributions	\$
B. Other Contributions	\$
C. Extra-Curricular Items and Activities	\$
Total 2023 Parent Payment	\$

Circle if applicable HCC / PC / VAGC / Immi expiry date ___/___/___

Parent Payment Method

in FULL by Cash or Cheque Credit Card or EFTPOS
 BPay CompassPay

or
 by Instalments* Payment Arrangement, Instalments or CentrePay

**If selecting this option please make an appointment with the school to discuss your circumstances and the support options that may be available to you.*

Parent Name _____

Date ___/___/___

Parent Signature _____

Staff Initials
C21 INV B#:

IF CREDIT CARD PAYMENT Visa or Mastercard

Credit Card Number _____ Expiry Date ___/___/___ CVV _____

Name on card: _____ Signature : _____

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	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	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.