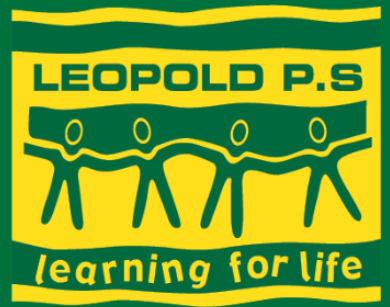


Leopold Primary School

PO Box 42, 1 Kensington Road, Leopold Vic 3224 Phone: (03) 5250 1233 Email: leopold.ps@education.vic.gov.au Web: www.leopold.vic.edu.au



PARENT PAYMENT ARRANGEMENTS 2023

Dear Parent/Guardian

We are looking forward to another great year of teaching and learning and would like to advise you of Leopold 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. Within our school this support has allowed us to offer a wider range of subjects and special curriculum experiences, eg: music program and enhanced digital learning opportunities.

Leopold Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents. Please find the contribution schedule for your child's grade attached.

The school has arranged for families to purchase INDIVIDUAL MATERIALS for all of your child's items from Winc. This is an online portal to enable you to purchase materials and contribute to other listed voluntary contributions. **Individual booklists may be ordered for each of your children separately and will be delivered to your home free of charge if ordered before the 20th December 2022.** We encourage families to take advantage of this option as it also provides students with appropriate and similar requisites. This is one thing less families need to worry about organising for back to school readiness. **Orders received after the 20th December will incur a \$9.95 delivery charge and will also be delivered to your home.** If you have more than one child, you have the options to order their items altogether so as to incur one delivery charge.

Financial Support for Families for Extra-curricular Items and Activities

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

<i>The camps, Sports and Excursions Fund (CSEF)</i>	<i>Centrepay</i>
<i>Saver Plus – Community Assistance Program</i>	<i>Flexible payment arrangements</i>

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: *Charmaine Granger – Business Manager*

Ph: 03 52501233 | Email: charmaine.granger@education.vic.gov.au

Payment Methods

Families are able to purchase individual materials and contribute via the Winc portal <https://www.wincschools.com.au/>

Your access key is 5QW4T

Camps and excursions are payable through the Compass app or BPay. Please check if you have any credits before paying.

Year 4 netbook program devices may be purchased from LWT <https://leopoldps.orderportal.com.au/>

Refunds

If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Non-refundable deposits for camps and bus charges for excursions will not be refundable.

For further information on the Department's Parent Payment Policy, please see the one-page overview below.

Yours sincerely

Stuart Bott

Principal

Ramona Browne

School Council President

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.