



BURWOOD HEIGHTS PRIMARY SCHOOL AND KINDERGARTEN

8th November 2023

Dear Parents/Guardians,

As we near the end of 2023, it is time to consider financial arrangements for 2024.

Schools provide students with free instruction to fulfil the standard Victorian curriculum. Free instruction includes teaching staff, administration, and the provision of facilities in connection with the instruction of the standard curriculum programme, including reasonable adjustments for students with disabilities.

The three categories of parent voluntary contributions include:

1. Curriculum Contributions
2. Other Contributions
3. Extra-Curricular Items and Activities

Curriculum Contributions

As in previous years, the school will purchase students' learning materials and stationery. These requisites are bulk-purchased at very competitive prices and are covered by parent curriculum contributions.

In addition to these individual requisites, the school provides a wide range of curriculum materials, ensuring a significant number of learning experiences are offered to all students at Burwood Heights Primary School.

When considering the parental Curriculum Contributions for 2024, School Council is acutely aware of the need to keep cost as low as possible. The charge for 2024 is \$315.00 per student. These funds will be used exclusively to fund curriculum key learning areas and classroom curriculum items.

Other Contributions

The parental Other Contributions for 2024 remains the same at \$60.00 per student. This contribution allows for the maintenance of school grounds, the outdoor learning-classroom and library resources.

Extra-Curricular Items and Activities

Extra-Curricular Items and Activities will continue to be user-pay.

Incentive for Early Payment

Be in the draw for the refund of one student's fees, by paying (COMPASS) before Thursday 30th November 2023. The draw will take place on Friday 8th December, 2023, at assembly.

We thank you for the support you have given the school this year and look forward to the partnership we share in building the future of Burwood Heights Primary School.

Cnr. Hawthorn & Mahoneys Roads, Burwood East, 3151

Tel: 9803 8311 Fax: 9887 9973

Email: burwood.heights.ps@edumail.vic.gov.au Website: www.burwoodhps.vic.edu.au

To maintain our programs at the current level, the ongoing support of our families ensures that our school can offer the best possible education and support of our students.

Burwood Heights Primary School and Kindergarten understands that some families may experience financial difficulty and offers a range of support options, such as the Camps, Sports and Excursion Fund and a payment plan. For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Esther Wood on 9803 8311 or by email at burwood.heights.ps@education.vic.gov.au

To those families new to the school, we welcome you to our school community and look forward to your support.

Yours Sincerely,

A handwritten signature in blue ink that reads "E. Wood".

Esther Wood
Principal

A handwritten signature in blue ink that appears to read "Zoe Mallen".

Zoe Mallen
School Council President



BURWOOD HEIGHTS PRIMARY SCHOOL

2024 PARENT PAYMENTS

Family Name

Student's Name 1..... Grade in 2024.....

2..... Grade in 2024.....

3..... Grade in 2024.....

4..... Grade in 2024.....

BRING FROM HOME:

Art Smock

3 large boxes of Tissues

1 Pencil Case

CURRICULUM CONTRIBUTIONS (Refer to breakdown of costs attached)	Contribution to be paid	Family Total
	Per Student	
CLASSROOM MATERIALS – stationery, essential booklist.	\$315.00	\$
Classroom resources, specific subject materials, and equipment		
For example:		
<ul style="list-style-type: none"> • Technology/ICT devices • Online subscriptions – Reading Eggs and Maths Seeds, Essential Assessment for English and Mathematics and Typing Tournament • Printing and photocopying • IB PYP Licence • Materials & Resources 		
OTHER CONTRIBUTIONS	Per Student	
For example:	\$60.00	\$
<ul style="list-style-type: none"> • Outdoor Learning Classroom (Garden Annex) • Library enhancement and book replacement • Grounds maintenance and improvement 		
EXTRA-CURRICULAR ITEMS AND ACTIVITIES (user-pay basis)		
Homecrafts (Grade 3 to Grade 6)	\$110	\$
Camp (Grade 5 and Grade 6 in 2024)	Information regarding payment for other user-pay activities will be sent home in 2024.	
Athletics (Grade 3 to Grade 6)		
Incursions (TBA)		
Excursions (TBA)		
Graduation (Grade 6)		
TOTAL FOR FAMILY		\$

2024 Contributions Payment

Family Name: _____

CREDIT CARD ☐

COMPASS ☐

CASH ☐

Name on card: _____ Amount \$ _____

Card Number: - - - Expiry Date:

Signature: _____ Date: _____

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Stationery and essential booklist items	\$60.00
Classroom consumables, materials, and equipment for <ul style="list-style-type: none"> • I.B. – P.Y.P. – Units of Inquiry • English • Mathematics • Science • Visual Arts • French • Physical Education • Mindful Movement Programme • Online Subscriptions – Reading Eggs and Maths Seeds, Essential Assessment for English and Mathematics and Typing Tournament 	\$170.00
ICT Devices – provision of devices from the shared classroom sets	\$65.00
Printing and photocopying of worksheets and learning materials	\$20.00
Other Contributions - for non-curriculum items and activities	Amount
School grounds maintenance and improvements (No working bee)	\$40.00
Outdoor Learning Classroom	\$10.00
Library maintenance and purchasing of new books and resources	\$10.00
Total Amount for a student	\$375.00

Educational items for students to own

Below is a list of items that the school recommends you purchase for your child to individually own and use.

- Art smock
- Pencil case
- 3 x boxes of tissues

Extra-Curricular Items and Activities

Burwood Heights 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 to deliver the Curriculum. These are provided on a user-pays basis. A notice detailing the activity and the cost will be sent out prior to each extra-curricular item/activity.

Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- a payment plan

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

Esther Wood

Ph: 03 9803 8311 | Email: burwood.heights.ps@education.vic.gov.au

Total

Category	
Curriculum Contributions	\$315.00
Other Contributions	\$60.00
Extra-Curricular Items and Activities	N/A – user pay

Payment methods

Cash, Credit Card or Compass

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.

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) including the VCE Vocational Major 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.