

Dear parent/guardian,

Knox Park Primary School is looking forward to another great year of teaching and learning and would like to advise you of Knox Park Primary School's voluntary financial contributions for 2023.

The school Council is pleased to announce that the Curriculum contributions aspect of the parent payments has not increased for a third year in a row.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary.

All State School Councils are entrusted with quarterly cash grants (known as the Student Resource Package) from the State Government and are required to formulate an annual budget to determine how this money is spent. In 2022, Knox Park received approximately \$280,000 out of which all local bills are paid, repairs are done, and the many other non-standard curriculum programs are funded.

Our teachers at Knox Park are now trained to a high standard to better deliver literacy, numeracy, social and learning support to your child/children. A copy of the annual budget is freely available on request and School Council encourages feedback on it from the school community.

In addition, parent payments in 2022 amounted to approximately \$70,000 and along with Parents Association fundraising of nearly \$40,000 directly enabled the following:

- Auditing and maintenance of our numerous trees to ensure they are as safe as practicable for our children to enjoy playing under and exploring, as well as maintenance of the Schools extensive grounds.
- Interschool Sports membership and affiliated costs, providing our students the opportunity to experience healthy competition with other schools in the area.
- Technology, including the purchase and maintenance of computers and enhanced network infrastructure, ensuring our students are using and have access to the most up to date technology equipment and software available.
- Minor maintenance/repairs of things such as broken windows, faulty locks, plumbing and electrical issues that arise, pest control and handyman costs to ensure doors/windows are kept in good order.

Without your support via parent payments, the continuation of these beneficial activities would be put at risk.

Knox Park also recognises the importance and value of learning outside the classroom and usual school environment, and provides a full program of excursions, incursions and camps which will continue to be funded on a user-pays basis. The 2023 plan for your child's year level excursions/incursions/camps will be sent home when these figures have been finalised prior to the end of this year.

Each year the School Council works hard to ensure financial stability while keeping parent payments to the absolute minimum necessary.

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

Yours sincerely,  
*Mark Hanson*  
Principal

*Chris Duncan*  
School Council President



# Knox Park Primary School

[knox.park.ps@edumail.vic.gov.au](mailto:knox.park.ps@edumail.vic.gov.au)

[www.knoxparkps.vic.edu.au](http://www.knoxparkps.vic.edu.au)

Kathryn Road, Knoxfield, 3180

Telephone: 9763 6533 Facsimile: 9763 6354

**CHILDS NAME** \_\_\_\_\_ **Year** \_\_\_\_\_

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<b>Stationery Starter Pack</b>	\$40 per child
<b>Classroom consumables, materials &amp; equipment</b> <i>Items student use within the classroom to add to student supplies not included in stationery starter packs and material that students take possession of when doing class activities</i> <b>LOTE</b> – Craft items, glue sticks, scrapbooks, markers/coloured pencils <b>ART</b> – Paint, craft paper and accessories, glue, markers/pencils/chalk/crayons, clay, tape, paint brushes, water pots <b>PERFORMING ARTS</b> – Scrapbook, coloured cover paper, markers/coloured pencils  Chair bags and communication folios, Blu tack, coloured paper/writing paper/drawing paper, play dough, glue sticks, sharpeners, classroom paint, extra ball point pens, craft accessories for classroom activities	\$225 per child
<b>Online Subscriptions</b> Essential Assessments for Numeracy and Literacy	\$10 per child
<b>Year 3 to Year 6 ONLY</b> Contribution towards the provision of ICT devices	\$46
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
<b>Grounds Maintenance Donation.</b> A <i>NON tax-deductible</i> contribution to support maintaining our grounds. \$50 suggested amount	\$
<b>Tax deductible contributions</b>	
<b>Building fund.</b> A <i>tax-deductible</i> contribution to support renovations, upgrades, and maintenance of school infrastructure. \$50 suggested amount	\$
<b>Total Amount</b>	<b>\$</b>

## Educational items for students to own

If you choose the option of purchasing elsewhere, Knox Park PS recommends you purchase from *your preferred store* for your child to individually own and use.

## Extra-Curricular Items and Activities

Knox Park 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 are provided on a user-pays basis.

If you would like to purchase an item or activity for your child, please indicate on the table below.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
Yearbook	\$10	
<b>Total Extra-curricular Items and Activities</b>		<b>\$</b>

**TOTAL OVERALL**

**\$** \_\_\_\_\_



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## Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- State schools relief who gives assistance with uniform purchasing – to contact office

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

Mark Hanson

Ph: 0397636533 | Email: [knox.park.ps@education.vic.gov.au](mailto:knox.park.ps@education.vic.gov.au)

### Category

Curriculum Contributions	
Stationery Pack	\$
Classroom consumables	\$
ICT devices	\$
Subscription	\$
Other Contributions – Grounds and Building fund	\$
	\$
Extra-Curricular Items and Activities	\$

## Payment plans for Extra-Curricular Items and Activities

### **FULL AMOUNT at the school office**

Payments can be made either by cash, cheque, credit card or Eftpos at the school office between 9.00 am to 4.00 pm on Book Collection Days.

**Mon 12 December to Tuesday 20 December, 2022 and Fri 27 January or Mon January 30, 2023.**

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### **FULL AMOUNT - BPAY or Direct Deposit (internet banking)**

Payments can be made by Direct deposit or BPay – Billercode 87361 – Ref no is on your statement or contact office.

Direct deposit can be made to CBA BSB - 063-239 Acc - 1014 4659. Please include Family name.

BPay - please ensure you advise the office or email – [knox.park.ps@education.vic.gov.au](mailto:knox.park.ps@education.vic.gov.au)

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### **CREDIT CARD MONTHLY PAYMENT PLAN**

Payment by 6 equal monthly payments – December to June - payment must be by credit card (see attached form).

PLEASE NOTE: THIS ARRANGEMENT MUST BE SET UP PRIOR TO 20 DECEMBER, 2022.

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### **CENTREPAY**

Payments deducted from Centrelink payments received, contact Centrelink for guidance with the set-up of this.

*Knox Park's Service Provider number is - 555 111 787C*

PLEASE NOTE: THIS ARRANGEMENT SHOULD BE SET UP PRIOR TO 20/12/22

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*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 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.