# Pembroke Primary PARENT PAYMENT PLAN 2025

Dear Parents,

Pembroke Primary School is looking forward to another great year of teaching and learning and would like to advise you of the school’s voluntary financial contributions for 2025.

Pembroke Primary School provides high quality education and is recognised by the Department as a high performing primary school. We are looking forward to a wonderful year of teaching and learning excellence in 2025. Pembroke PS is committed to continuous improvement and providing the highest resourced programs and learning environment possible for your children. Contributing to the success and quality of our academic and enrichment programs is the strong financial support of parents. Your financial contributions in the curricular, extra-curricular and other contributions ensure that we have the materials and resources to continue to offer the extensive and quality programs that we currently provide.

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 you support, whether that’s through fundraising or volunteering your time. This makes a huge difference to our school and the programs we can offer.

**Financial Support for Families**

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

* The Camps, Sports and Excursions Fund (CSEF)
* Access to a local philanthropic organisation – Pettet Foundation
* Access to State Schools’ Relief support for clothing/uniforms
* Parent Contribution Payment Plan - Centrepay

Any Parents experiencing hardship who would like a confidential discussion about accessing these services, or who would like to discuss alternative contribution arrangements can contact the Business Manager:

Nadine Drijfhout 9725 6689 Email: Pembroke.ps@education.vic.gov.au

**Contribution Methods**

Contributions can be made at the office up to 20th December, 2024 or on Tuesday 28th January 2025 between 11.30am – 3.00pm. Payments can also be made by a contribution plan debited from credit card or nominated account should parents wish to take up this option. We have also included a summary sheet for families of the Parent Payments for 2025 with this documentation.

Further information on the Department’s Parent Payment Policy, is attached and on our school website.

Yours sincerely,

*Chris Kent Tanya Richardson*

**Principal *S*chool Council President**

# Curriculum Contributions – items and activities that students use, or participate in, to access the Curriculum

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| **Curriculum Contribution Items**  | **Amount**  |
| **Consumable items for Literacy and Numeracy, Art, Library, Music,** **Science, Sports equipment, Auslan and Challenge Based Learning** (including paint, glue, clay, coloured paper, glitter, pom poms, masking tape, paper plates, ingredients, cardboard, straws, felt, fabric, printing and photocopying of worksheets and learning materials etc)  | $70  |
| **Digital Subscriptions**  **& shared classroom devices** (school and home use) (Reading Eggs, Mathletics, Sentral, Essential Assessment, Sunshine Books, Typing Tutor, Inquisitive | $50  |
| **Individual Stationery Supplies** (List of individual items in bag. Further items distributed by Teachers throughout the year)  | $75  |
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| **TOTAL**  | **$195** |

# Other Contributions

We continue to **welcome and thank you for your other contributions** to support our quality school programs and resources. **Other contributions are per family**. Parents are invited to make contributions to any/all of the specific priorities outlined in the table below.

Future projects include repainting and carpeting, the installation of a creative play space, upgrade of the Residence, re-surfacing the basketball courts and the upgrade of playgrounds.

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| **Other Contributions**  | **Amount**  |
| **Grounds Maintenance & Improvement Levy:** weekly groundsmaintenance, replenishing sandpit and softfall, vegetable garden, planting etc. | **$30** per family |
| **Student Wellbeing Support Levy:** provision of a student wellbeing support person three days per week who will provide student support and facilitate recess and lunchtime clubs | **$20** per family |
| **First Aid Levy:** provide first aid wellbeing support for students, maintain medical plans and manage first aid supplies.  | **$10** per family |
| **Technology Levy:** upgrading ICT equipment  | **$20** per family |
| **Tax Deductible Donation**  | **Amount**  |
| **\*Library Fund:** upgrading resources | **$20** per family |
| \*School Council has established tax-deductible gift recipient status with the Taxation Office for the Library Funds - separate receipts issued  |  |

*Your child will not be disadvantaged if you do not make a voluntary contribution. All records of voluntary contributions are kept confidential as well as your decision about whether to make a contribution or not.*

**Parent Payment Contributions for the year**

Curriculum Contribution Items Amount: $195

Other voluntary financial contribution (**per family)** Amount: $100

 **TOTAL $295**

## Extra-Curricular Items and Activities

Pembroke 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.

No payment is required for these items or activities at this time – permission forms and payment requests will be sent out to families throughout 2025. Some activities include swimming, incursions, excursions and camps.

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| **Total Contributions:**  | **Amount** |
| **Students Name:** |  |
| *Curriculum Contributions* | $ |
| *Other Contributions* | $ |
| *Tax Deductible Contributions – Library Fund* | $ |
| **Total Amount** | **$** |

### Payment methods:

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| **Method of Payment:**  **Cash**  **Credit Card /EFTPOS**  **Centrepay** **Amount $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Credit Card Payment Details:**  **Visa Mastercard** **Name on Card:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Card Number:**

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 **Expiry Date:**

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 **CVC: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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### 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.**

**Office Use Only:**

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| **Student’s Name**  | **Student ID** | **Family ID** |
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## ONE PAGE OVERVIEW

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|  | **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.
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|  | **PARENT PAYMENT REQUESTS** Schools can request contributions from parents under three categories:

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| **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 noncurriculum 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).  |

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|  | **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.
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|  | **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. |