

## 2023 Parent Payments

Dear Parents and Carers,

Pembroke Primary School is very proud of our excellent curriculum programs that we have in place for the needs and interests for all our students and we look forward to another great year of teaching and learning.

We would like to advise you of Pembroke 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 wide range of subjects (including Art, PE, STEM, Auslan and Library) as well as having well-resourced classrooms, IT devices and classroom software applications and the ability to make enhancements and improvements to our grounds and buildings. We also offer experiences such as Whole School Production, House Athletics, Cross Country, Swimming Programs as well as camps and excursions.

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

Yours sincerely,

Penelope Harris  
Acting Principal

Tanya Richardson  
School Council President

Student's Name	Student ID	Family ID

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<ul style="list-style-type: none"> <li>Stationery Pack - Classroom consumables, materials &amp; equipment – (\$65)</li> <li>Consumables Art – (\$15)</li> <li>Consumables STEM – (\$10)</li> <li>Consumables LOTE – (\$10)</li> </ul>	\$100
Online subscriptions relevant to year level <ul style="list-style-type: none"> <li>Sunshine, Essential Assessment, Typing Tutor, Mathletics</li> </ul>	\$35
Swimming and water safety program - entry and transport (Cost to be Advised)	TBA
Athletics carnival - entry and transport (Cost to be Advised)	TBA
<b>Total Curriculum Contributions</b>	<b>\$135</b>

Other Contributions - for non-curriculum items and activities	Amount
School Wide Positive Behaviour Support (Please nominate an amount)	\$
First aid materials (Please nominate an amount)	\$
School grounds maintenance and improvements (Please nominate an amount)	\$
<b>Total Other Contributions</b>	<b>\$</b>

Tax deductible contributions	Amount
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. (Please nominate an amount)	\$

## 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 to deliver the Curriculum. These are provided on a user-pays basis and can include:

Extra-Curricular Items and Activities	Amount
2023 Camps, Sports and Excursions	TBA
Special Lunches	TBA

## 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 to eligible Health Card Holders
- State School's Relief
- Centrepay

For a confidential discussion about accessing these services, or, if you would like to discuss alternative payment arrangements, contact Penelope Harris Acting Principal on 9725 6689 or email on [pembroke.ps@education.vic.gov.au](mailto:pembroke.ps@education.vic.gov.au).

Total Contributions	Amount
Curriculum Contributions	\$
Other Contributions	\$
Tax Deductible Contributions – Library Fund	\$
<b>Total Amount</b>	<b>\$</b>

Payment methods:

<p><b>Method of Payment:</b></p> <p>Cash <input type="checkbox"/></p> <p>Credit Card /EFTPOS <input type="checkbox"/></p> <p>Centrepay <input type="checkbox"/></p> <p>Amount \$ _____</p>	<p><b>Credit Card Payment Details:</b></p> <p>Visa <input type="checkbox"/>      Mastercard <input type="checkbox"/></p> <p>Name on Card: _____</p> <p>Card Number: _____ - _____ - _____ - _____</p> <p>Expiry Date: _____ / _____</p> <p>CVC: _____      Signature: _____</p> <p>_____</p>
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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:

Student’s Name	Student ID	Family ID

# 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.