

November 6<sup>th</sup> 2023

Dear Parent/Guardian,

Black Hill Primary School is looking forward to another great year of teaching and learning and would like to advise you of the voluntary financial contributions that has been approved by the Black Hill Primary School Council for 2024. As always, we endeavor to keep costs to a minimum and appreciate the strong financial support provided by our school community.

Schools provide students with free instruction to fulfill the standard Victorian curriculum. The ongoing support of our families ensures that our school can offer the best possible education and support for our students.

Schools are able to request payment from parents/carers in the following categories:

- **Curriculum Contributions** support items and activities that help deliver fundamental curriculum or subject learning e.g. General classroom materials and equipment
- **Other Contributions** support the school's operation and function more generally e.g. Parent communication tools and school building enhancements
- Payments for **Extra-Curricular Items and Activities** provide for items and activities over and above what is needed to deliver fundamental curriculum learning. These *user-pays* contributions enhance the schooling experience for students e.g. Optional camps, excursions and events.

Black Hill Primary School appreciates 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 enhance digital learning opportunities, inclusive learning environments and play spaces.

For further information on the Department's Parent Payments Policy please see a one-page overview which is included in this pack.

Yours sincerely,



**DONNA BISHOP**  
PRINCIPAL



**SAMANTHA RETELJ**  
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 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.





# 2024 Parent Payments

Student's name \_\_\_\_\_

2024 Year Level \_\_\_\_\_

Return this list with payment OR <b>payment option by</b> 8th December 2023	Book packs to be collected 30 <sup>th</sup> , 31 <sup>st</sup> January, 1 <sup>st</sup> February 2024 (Student Assessment days)
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ITEM	YEAR LEVEL	COST	PAYMENT DUE
Book pack	Year level: Prep – includes wireless noise-limit headset	\$100.00	
	Year level: 1 – 2	\$ 75.00	
	Year level: 3	\$115.00	
	Year level: 4	\$115.00	
	Year level: 5	\$110.00	
	Year level: 6	\$110.00	
	See Saw Subscription	Prep to Year 2	\$ 17.00
eLearning Ess and RAZ	All year levels	\$ 25.50	
Curriculum Contributions	All year levels – additional resources	\$ 60.00	
Art Materials	All year levels	\$ 10.00	
ICT resources	Year level: P – 2 (school owned device)	\$ 30.00	
	Year level: 3 – 6 (school owned device)	\$ 30.00	
	Year level: 3 – 6 (students using own device)	\$ 9.00	
Headset - Wireless	Year level: 1 – 6 (Wireless head sets are essential – students may bring their own. See details page 4)	\$ 16.50	
<b>TOTAL PAYMENT DUE</b>			

OTHER CONTRIBUTIONS <i>(\$20, \$50 or other - please nominate amount you would like to donate)</i>	AMOUNT
Playground Equipment	\$
Student Support Fund	\$
IT equipment	\$
Total	

Parents/carers are invited to make a donation to the school for the following purposes:

- **Playground Equipment:**

We have a number of age-specific playgrounds. Our aim is to continue to update, as well as ensuring all equipment is maintained in a safe condition.

- **Student Support Fund:**

Student Support Fund to support our students who may require financial assistance with covering the cost of essential classroom backpack items, camps/excursions costs in addition to Camps Sports Excursions Funding.

- **IT equipment**

IT equipment is utilised across the school (Prep – 6) to enhance the teaching and learning program. The school has a significant investment in IT equipment that requires a planned schedule of upgrades to hardware and maintenance.

### PAYMENT DETAILS

I WISH TO PAY USING THE FOLLOWING METHOD: (Please Tick)

 <input type="checkbox"/>	CASH	<input type="checkbox"/>	 <input type="checkbox"/>
EFTPOS <input type="checkbox"/>	CREDIT CARD	<input type="checkbox"/>	

### CREDIT CARD AUTHORISATION

Please debit my credit card \$ .....  Bankcard  MasterCard  VISA

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Student Name		2024 Year Level
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Card Name		Expiry Date /	CSV.....
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Signature	
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**Unless advised, the transaction will be made when form is received.**

### IMPORTANT – PLEASE READ CAREFULLY – Arrangements for 2024

- Your Book Pack order should be returned no later than **Friday 8<sup>th</sup> DECEMBER 2023**
- *Book packs will be available 30<sup>th</sup> & 31<sup>st</sup> January, February 1<sup>st</sup> 2024 (Student Assessment days).*

#### **Book Packs will be ready for pick up between:**

Monday	30th January	9 a.m. – 6 p.m.
Tuesday	31 <sup>st</sup> January	9 a.m. – 5 p.m.
Wednesday	1st February	9 a.m. – 3 p.m.

### OPTIONAL EXTRA-CURRICULAR ACTIVITIES 2024

A Camp and Excursion planner will be distributed early Term 1.

Prepayments can be made at any time during 2024 for optional camps, excursions, incursions.

Eligible families can apply for the Camps, Sports & Excursion Funding to assist with these payments

## CURRICULUM CONTRIBUTIONS

- **Student Book Pack**

Prep:	\$100.00
Grade 1 - 2:	\$ 75.00
Grade 3 - 4:	\$115.00
Grade 5 – 6:	\$110.00

This is a prepacked box of stationery for exclusive use by their child. Parents place an order with the school and the pack is provided to students at the start of the next school year. This includes pens, pencils, textas, stationery, diary and exercise books.

The following Book Pack items will be distributed in class at the beginning of term one:

Prep – wireless headsets, Writer Books, Prep to Year 2 – A4 magnetic board with dotted thirds, Year 3 to 4 – Blank & Grid Book, Year 3 to Year 6 – Spelling Mastery books, diary, all year levels – tissues and paper.

*Spelling Mastery* uses three approaches (phonemic, morphemic and whole-word) according to students' skill development and provides lessons to help teach the spelling skills they need to become proficient readers and writers. The *Spelling Mastery Student Workbook* provides students with learning tasks at their level to guide them as they develop and master spelling skills.

- **Can I provide my child's Stationery Pack myself?**

The school provides these items GST free, allowing a bulk ordering system at discounted prices. Each student is provided with the same stationery pack, making this method more equitable and easier for students. All items are carefully selected by the teachers for their suitability for your child's use during their year of studies and each year the school administration and School Council work very hard to provide parents with access to high quality, reasonably priced stationery. Parents are invited to purchase the stationery pack through the school.

- **Student Additional Resources - \$70.00**

Additional educational items for use in the classroom	\$60.00
Art class materials	\$10.00

This covers additional stationery, art materials and services required by the students during the year; funds provided by parents for this purpose are progressively expended on items for the students during the school year. This includes providing a photocopied text instead of requiring a textbook, student stationery such as printing out projects, computer consumables, and consumables for use in the classroom and Specialist classes (includes clay, glitter, cardboard, ceramic materials)

- **eLearning – (Essential Assessment \$15.50 and RAZ-Plus \$10.00)**

Essential Assessment is a subscription based online Mathematics Program. It allows students to practice their learning goals and the four operations in an interactive, stimulating and engaging online environment. Essential Assessment is aligned to the Victorian Curriculum and students are able to work through the curriculum at their point of need. Essential Assessment can be accessed 24/7 both at home and at school using both PC and iPad.

RAZ-PLUS will allow both teachers and students to access thousands of levelled books at 29 reading levels. These books will be accessed on iPads, whiteboards, Yoga computers and at home to support reading instruction. Levelled books and eBooks will be personalised for your child's reading practice.

- **HEADPHONES – Wireless with Jack, volume limited. Wireless headphones are required for the newest iPad devices and can be purchased from the Administration Office.**

In Prep to Year 2 a personal set of headphones are required for use with shared devices in the classroom. In Years 3 – 6 a personal set of headphones are required for use on their individual device. We recommend Volume Limited On-ear Headphones with a maximum volume limit of 85 dB. They are required to be connected via Bluetooth and it is desirable to also have the capacity to connect via a line in audio cable. Headphones are included in the Prep book pack and are not required to be ordered separately.

- **Seesaw Subscription (\$17.00 Prep to Year 2)**

The Seesaw App is a communication tool used between our early years teachers and students' families and an opportunity to view students work, access student learning and view photos of class activities.

- **ICT resources**

**Grades Prep to Year 2 - \$30.00**

A co-contribution of \$30.00 towards the lease of ICT devices, remote management licence, repairs, maintenance and peripherals utilised by the students in the classroom.

**Grades 3 to Year 6- \$30.00**

A co-contribution of \$30.00 towards the lease of ICT devices, remote management licence, repairs, maintenance and peripherals utilised by the students in the classroom.

**Grades 3 to Year 6 - \$9.00 (BYOD)**

If using your own device a contribution of \$9.00 towards the remote management licence used by the students in the classroom

## EXTRA-CURRICULAR ITEMS

### ADDITIONAL ITEMS

Your child will also require the following items.

Please name all items listed.

(Some items may have already been purchased from the previous year/s)

**Grade Prep:**

- 1 Art smock
- 1 Home reading bag (available from Crockers)
- 1 Library bag

**Grade 1/2:**

- 1 Art smock
- 1 Home reading bag (available from Crockers)
- 1 Library Bag
- 1 Pencil case (Medium to Large)

**Grade 3-4:**

- 1 Art smock
- 1 Pencil case (Medium to large)
- 1 Library Bag

**Grade 5 & 6:**

- 1 Art smock
- 1 Pencil case (Medium to large)
- 1 Library bag

## IMPORTANT INFORMATION

### REFUNDS

Our school will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. We will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment.

# FINANCIAL SUPPORT FOR FAMILIES

Black Hill 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)
- Instalment payments using Centrepay
- State Schools Relief provides support for eligible families for school clothing and other needs

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact the Business Manager on 03 53324544 or via email [black.hill.ps@education.vic.gov.au](mailto:black.hill.ps@education.vic.gov.au)

## CAMPS, SPORTS AND EXCURSION FUND (CSEF)

CSEF will be provided by the Victorian Government to assist eligible families to cover the costs of school excursions, camps and/or sporting activities.

The annual CSEF amount per student will be: \$125 for primary school students.

### HOW TO APPLY

Contact the school office to obtain a CSEF application form or download from [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)

## CENTREPAY

Centrepay is a free, voluntary service for Centrelink customers to pay expenses as regular deductions from their Centrelink payments. Deductions can be started, changed or cancelled at any time to suit the family's circumstances.

Our Administration Staff can assist you to complete application forms to commence Centrepay deductions.

Alternately you can contact Centrepay on 1800 044 063 or online at

<http://www.humanservices.gov.au/customer/services/centrelink/centrepay>

**The schools reference number is 555 092 069 T**

## CHILD CARE BENEFIT

The Child Care Benefit helps eligible families with the cost of outside school hours care, vacation care and registered care.

<http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit>

## THE SMITH FAMILY

The Smith Family is a children's charity helping disadvantaged Australian children to get the most out of their education, so they can create better futures for themselves. Its programs increase school readiness and provide support to disadvantaged primary and high school students to close the gap and create greater educational equality.

<http://www.thesmithfamily.com.au/what-we-do/our-work/at-school>

## SAVER PLUS

Saver Plus is a matched savings and financial education program that can assist low income families to:

- reach a savings goal
- become regular savers
- build money management skills.

Saver Plus provides an opportunity to have every dollar saved (up to \$500) matched with an additional dollar for the family's education-related expenses. If you have any further questions you can email:

[enquiriesp@bsl.org.au](mailto:enquiriesp@bsl.org.au) or telephone 1300 610 355.





For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by MasterCard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Order and pay for your child's lunches, reducing the need to bring cash to school;
- Pay for school fees, uniforms, excursions and more;
- See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

### Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



### Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

### Step 3 Find our school

Our school will appear in 'Nearby Locations' if you're within 10km's of the school, or search for our school by name.

### Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

Search for our school name

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'





### Add your children's details in Student Profiles




**Select 'Add student profile'**

**Add each child's details**

**Manage each child's details in Student Profiles**

### Order meals



**Select a menu from our canteen**

**Tap the green tick to view your receipt or to cancel an order**

**Select a date for a child and order a meal**

**Tap 'Repeat order' to copy all paid orders from one week to the next**

**Tap to change the child you are ordering for**

**Tap to change the date you are ordering for**

**Tap 'Checkout' then confirm and pay**

### Making payments



**Add up to 5 cards to your wallet**

**At checkout select which card to pay with.**

**Pay with any cards accepted by the school.**

**Once your payment is approved you can continue to the home page, or view your receipt.**



Dear Parents/ Carers

The School Council Fundraising and Facilities committees provide an invaluable service to our school. In previous years fundraising has contributed to playground mats from Playmatta, new garden beds, painting asphalt games in the school yard and an additional water fountain.

In 2024 the fundraising activities they undertake and money raised will contribute towards a myriad of things, which is agreed at School Council and identified in the budget. One example for 2024 will be fundraising towards additional solar panels and upgrading our 5 kw solar panel system to a 40 kw system.

In 2024 we are asking our community to nominate how they can volunteer to assist with continuing to develop our school environment for the benefit of all children.

Please indicate the activities you could volunteer to assist with in 2024 and provide your contact details below. Feel free to add any other skills or details that would be helpful to the committees when planning events and activities

- Working bees
- Sausage sizzles at local businesses or at school
- Organising and assisting with the Mother's Day stall
- Organising and assisting with the Father's Day stall
- Family Dance organising and support on the night
- Help with a list of small school ground jobs at a time that suits you
- Welcome BBQ set up, service and pack up
- Raffles and competitions
- Become a Fundraising Committee member, meeting approximately once a month or as required.

Other: \_\_\_\_\_

**Contact Details:**

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Can't help?**

Each year you have the option of making 'Other Contributions' for non-curriculum items to the school as part of the booklist costs. 'Other Contributions' is used for the benefit of the children in the school.

Many of our families choose to both volunteer and provide 'Other Contributions', however we understand that everyone leads busy lives so if you cannot volunteer to assist with events and activities, you may wish to help improve our school environment by making 'Other Contributions' on the student booklist if you do not already do so.

A handwritten signature in blue ink that reads "Donna Bishop".

Donna Bishop  
**Principal**