



# BEVERIDGE PRIMARY SCHOOL 1476

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Beveridge Victoria 3753

Tel: (03) 9216 3400

Email: [beveridge.ps@education.vic.gov.au](mailto:beveridge.ps@education.vic.gov.au)

Principal: Ms Christine Cole

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Dear Parent/Carer,

Beveridge 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 2024.

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.

Our parent support has allowed us to organise and coordinate rich, extensive programs outside of the traditional teaching and learning programs. Our reading and numeracy materials are very extensive, and we are constantly adding new material for teachers to use to support personalised and quality learning. Your financial contributions assist us with the purchasing of art, music and physical education equipment and resources, which in turn, supports them to be exemplary programs which benefit and enhance your child's learning experience at Beveridge Primary School. We have a range of payment options available to our families for our voluntary financial contributions, including a re-occurring payment option which can be arranged through Compass.

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.

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

Yours Sincerely,

Christine Cole  
Principal

Hollie Prossor  
School Council President

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<i>Classroom consumables, materials &amp; equipment</i> <ul style="list-style-type: none"> <li>• Numeracy – math equipment, blocks, counters, resources etc. (\$24)</li> <li>• Literacy – literacy readers (\$24)</li> <li>• Art – paint, crayons, canvas, glitter, coloured paper etc (\$24)</li> <li>• Performing Arts – musical equipment (\$24)</li> </ul> <i>Physical Education – sport equipment (\$24)</i>	\$120
ICT devices – provision of devices from the shared classroom sets	\$10
<i>Printing and photocopying of worksheets and learning materials</i>	\$20
<b>Total Curriculum Contributions</b>	<b>\$150.00</b>

<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
<i>School Sports Victoria affiliation</i>	\$5
<i>Library Resources</i>	\$25
<i>First aid equipment</i>	\$10
<i>School grounds maintenance and improvements</i>	\$10
<b>Total Other Contributions</b>	<b>\$50.00</b>

<b>Tax deductible contributions</b>	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$ Suggested \$50

### Educational items for students to own

Attached is a list of items (Book Pack) that the school recommends you purchase from Office National for your child to individually own and use.

These items can be purchased online through Office National's Parent Portal from the 9th November 2023:

<https://booklist.paperchase.com.au>

As part of the Bring Your Own Device (BYOD) parents of students in Year 3-6 are able to purchase the Lenovo Chromebook through Learning With Technologies.

Purchases can be made at:

<https://beveridge.orderportal.com.au/>

### Extra-Curricular Items and Activities

*Beveridge 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.

Extra-Curricular Items and Activities	Amount
Optional Year 6 Graduation Bear and Uniform	To Be Advised
Optional Cluster Sports program	To Be Advised
Other optional camps, incursions, and excursions to be scheduled in 2024 <a href="#">See <i>requesting parent payments for camps and excursions one-page overview</i> for more information</a>	To Be Advised
<b>Total Extra-Curricular Items and Activities</b>	<b>\$ To Be Advised</b>

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- Second Hand Uniform (if available)
- State Schools Relief (SSR)


For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, we invite families to contact the school for information regarding these support options:

Kerrie Driver – Business Manager Ph: 03 9216 3400 | Email: [beveridge.ps@education.vic.gov.au](mailto:beveridge.ps@education.vic.gov.au)

## Total

Category	Totals
Curriculum Contributions	\$150.00
Other Contributions	(Non-tax deductible) \$50.00
	(Tax-deductible) \$
Extra-Curricular Items and Activities	\$ To Be Advised
<b>Total</b>	<b>\$</b>

## Payment methods

 Beveridge Primary School preferred payment option is via the Compass app, found on the Play Store, App Store.

BPAY is available. If you require your unique BPAY number please contact the office and they will let you know this information.

Payment via credit card/EFTPOS is available over the phone or in person in the office. Cash is by prior agreement and must be the correct amount as the office **DOES NOT** carry change.

## Refunds

Refunds are not granted automatically upon request. The school will assess every request on its merit. All requests for refund must be in writing to the school. In case of illness, a medical certificate will need to be provided before the refund request can be considered. *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.*

If a family has paid for a camp, excursion or activity and their student does not attend, they will receive reimbursement under the following situations:

- If the student has an approved illness on the day.
- If the activity is a singular activity which is cancelled by the school or provider, and whereby a replacement activity is not offered.
- If a student leaves Beveridge Primary School before the event.

If a family has paid for a camp, excursion or activity and their student does not attend, they will not receive reimbursement under the following situations:

- If the school is forced to cancel one day out of a program involving multiple days/activities due to weather or other unforeseen circumstances, as the family payment covers the program as a whole.
- If it has been stated that they were paying for a non-refundable deposit.  
Reimbursements will be processed by way of a credit being applied to the family account unless alternative arrangements are made, which can be used for future activities. If the original payment was made with CSEF credit, this credit will be reapplied to the family account as CSEF credit.

# 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.