

17th October 2023

Dear parent/guardian,

Greenhills Primary School is looking forward to another great year of teaching and learning and would like to advise you of Greenhills Primary 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. On an annual basis School Council works closely with The Principal team and Business Manager to review the budget and set contributions necessary to meet the needs for the next school year.

Greenhills Primary School employs a facilities and maintenance person to ensure our grounds and playground equipment are maintained and presented in a safe and well-kept condition as well as a canteen operator promoting the enjoyment of healthy eating.

We are extremely fortunate to have amazing support from the school community in fundraising ventures. These funds also enable us to enhance the school resources and facilities

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:

- **Purchase quality Art, Music, Physical Education, Italian and STEAM equipment and resources.**
- **Increase our collection of Library books, home readers and classroom literacy sets.**
- **Renew classroom furniture.**
- **Purchase additional maths equipment and resources.**
- **Upgrade and purchase additional ICT equipment, including large TV screens and devices.**

We thank you for the financial contribution that you make to your child's education at Greenhills Primary School. With your financial support, we can continue to provide your child with the best resources to enhance their learning.

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

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'JP'.

James Penson

Principal

A handwritten signature in blue ink, appearing to be 'SR'.

Sam Redman

School Council President

Curriculum Contributions – items and activities that students use, or participate in, to access the curriculum	Annual Amount per Student
Classroom consumables, materials & equipment <ul style="list-style-type: none"> • Printing and Photo-copying worksheets and learning materials, • Specialist Subjects (Art, music, sport and Italian) paint, crayons, canvas, glitter, coloured paper, clay, PVA glue, tape, folders, instruments, sports equipment, ribbons • Science/Inquiry – Paper, materials, Ingredient, chemicals • Mathematics & English – numeracy blocks, home readers coloured paper, cover paper, tape, class sets, novels, maths kits, calculators. • Library- contact. 	\$200
Online Subscriptions: <ul style="list-style-type: none"> • See-saw, PAT Testing, online reading programmes, Storybox, Linguscope. 	\$40
Prep – Year 6 Curriculum consumables: Total Amount	\$240
Other Contributions – for non-curriculum items and activities	
OTHER CONTRIBUTIONS <ul style="list-style-type: none"> • Canteen • First Aid equipment and supplies • School grounds maintenance and improvements • Library – books and equipment • Student wellbeing programs-, E smart, Smiling minds • Compass 	\$10 \$15 \$25 \$25 \$25 \$15
Other Contributions: Total Amount	\$115
TAX DEDUCTIBLE CONTRIBUTIONS <ul style="list-style-type: none"> • Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. OTHER CONTRIBUTION FUNDS <ul style="list-style-type: none"> • Parent Support fund. School Council has established this fund to support Greenhills families that are experiencing financial hardship. Donations used to cover ICT equipment, camps and excursion payments providing essential support to families in need. (Suggested amount, please circle) 	e.g. \$100 e.g. \$100
Total Amount	\$

Educational items for students to own

A list of items that the school recommends you purchase from **COS** for your child to individually own and use has been provided. These items can be ordered online and will be delivered to your home.

Extra-Curricular Items and Activities

Greenhills 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.

These items will be offered via Compass as they arise throughout the year.

Extra-Curricular Items and Activities	Amount
Year 6 Optional Special Uniform	TBA
Year 6 Optional Graduation bear	TBA
Year 5 Optional Interschool Sports top	TBA
Year 5 & 6 Optional Interschool Sports program	TBA
Year 4 & 6 Optional school camp to be scheduled	TBA
Year Prep to 4 Optional Water based component-Swimming Program -To enhance the school-based swimming & water safety curriculum program, students not opting to attend the optional program at Watermarc will remain at school to work on classroom-based water safety activities.	TBA
Year 3 to 6 Optional Athletics, Cross Country and Swimming carnival	TBA
Year Prep to 6 Other Optional incursions & excursions to be scheduled	TBA

Financial Support for Families

Greenhills 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)-provides payments to eligible students to attend camps, sports and excursions.
- State Schools relief – provides financial support for eligible families to purchase clothing/uniforms at a reduced rate.
- School Council Family support fund – provides financial support to families for ICT equipment, camps and excursions.
- Flexible payment option – You can always access the payment centre available through Compass-contributions can be adjusted to allow you to pay in full or chip away at an amount.

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

Ph: 03 9435 4181 | Email: greenhills.ps@education.vic.gov.au



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.

Payment methods

Parent contributions towards the requested payments contribute significantly, in maintaining the quality of education that we provide at Greenhills Primary School.

- **Compass** pay via this secure payment application. (Our preferred payment method).
- **Credit card** please complete the form below and return to the office.
- Alternatively, EFTPOS, cash and cheque payments can be made directly at GHPS Office.

Your details:	
Student Name:	Year Level:
Curriculum Contributions	\$
Other Contributions	\$
Tax-Deductible Contributions – Building Fund	\$
Other Contribution Fund – Parent Support Fund	\$
Extra-Curricular Items and Activities	\$
Total:	

<i>I authorise \$ _____ to be charged to my Visa/Mastercard detailed below:</i>														
NAME (as on card)														
CARD NO:														
SIGNATURE														
		VISA		MASTERCARD		EXPIRY DATE	____Month____Year							

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.