



November 2024

Dear parent/guardian,

Hepburn Primary School is looking forward to another great year of teaching and learning and would like to advise you of Hepburn 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. 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 is through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

The environment and resources that we enjoy today represent the contributions made by our parent/carer community over many years. Parent/Carers voluntary contributions make significant difference to the quality of our programs. This financial support ensures that we can continue to provide the excellent range of facilities and resources for your children. Your support in 2023 allows us to:

- Provide high quality programs and specific subject materials and equipment for: English, Mathematics, Science, Art, Language and PE;
- Maintain and develop the school grounds;
- Ensure the upkeep of our technology to enhance learning opportunities;
- Maintain sufficient class sets of books for students to develop their reading skills;
- Provide hands on maths equipment i.e. measuring materials for teaching purposes;
- Facilitate Literacy and Mathematics online digital subscriptions;
- Deliver a range of sporting equipment;
- Offer effective First Aid for all students.

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

Yours sincerely,

Matthew Beechey  
Acting Principal

Nell Simpson  
School Council President

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Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
ICT Devices – provision of devices from the shared classroom sets	\$10
Art/Italian – paint, crayons, canvas, glitter, coloured paper	\$10
Printing and photocopying of learning materials	\$10
Essential Assessment and Maths 300	\$20
<b>Total Amount</b>	<b>\$50.00</b>

**Educational items for students to own**  
Attached is a Student Class Booklist of items that the school recommends you purchase for your child to individually own and use.  
Please note the recommended brands and specific details (line size/book type) for some items.  
Left over supplies from 2023 will be sent home at the end of the year and can be used.

### Extra-Curricular Items and Activities

Hepburn 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 costings are an approximate estimate and payment of these will be requested at the time of the activities. Parents are able to use their CSEF funds for these activities.

Extra-Curricular Items and Activities	Amount
School Swimming Program – Travel & Entrance Fee	\$50 TBC
Optional Excursion/Sport Bus Travel – this will only be requested when needed.	\$40 TBC

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- Payment Plans

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

Matthew Beechey – Acting Principal

Ph: 03 5348 2531 | Email: [Hepburn.ps@education.vic.gov.au](mailto:Hepburn.ps@education.vic.gov.au)

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**Total**

Category	
Curriculum Contributions	\$50.00

**Payment methods**

If parents have funds in their school account due to refunds from 2023, this can be used to pay for activities and/or curriculum contributions in 2024.

Please call the office if you wish for this to be actioned.

- Direct Deposit:
- BPAY:
- Cash

**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.



# 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.

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