29th October, 2024

Dear parents / carers,

At Dohertys Creek P-9 College, we are committed to providing the very best education for all our students*.* We are looking forward to a great year of teaching and learning and would like to advise you of our 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 financial 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 in previous years. This has made a huge difference to our school and the programs we can offer.

In past years, our community has supported us by paying these contributions which has allowed us to offer a robust and varied curriculum program. To sustain these programs this support is still needed. We hope that families will continue to pay these contributions so we can offer our existing program in 2024.

Within our school this support has allowed us to offer extra specialist programs, a comprehensive digital learning program, the opportunity to create and innovate using a variety of materials and provide a powerful social and emotional literacy program which supports our school culture of developing students who are inspiring, accepting, non-judgemental and have a voice within our community.

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

We thank you in advance for your support of the College and we look forward to working with you and your child in 2024.

Yours Sincerely,



Tami-Jo Richter Ken Wright

**Principal** **School Council President**

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| --- | --- |
| **Curriculum Contributions -** items and activities that students use, or participate in, to access the Curriculum | Amount |
| *Class projects / Inquiry learning* | All students will participate in Inquiry Learning. This covers the cost of a range of construction & cooking items and bulk supplies (e.g., coloured paper, cardboard, pipe cleaners, ingredients) used to enhance the curriculum and to enable the creation of learning artefacts such as dioramas, models, and other creative designs. | $40 |
| *Specialist supplies* | During specialist classes, students will print or produce projects and experiment with a range of materials while exploring these areas. Items may include specialist materials such as clay, cardboard and decorative supplies (eg glitter, feathers and stick-on adornments). Students may also create their own costumes for special performances. Students will also plant and use items in the school gardens. | $35 |
| *Online Subscriptions* | *Students will have access to several digital applications to enhance their learning such as:** *IXL*
* *Seesaw (Prep- Year 2 only)*
* *Wushka*
 | $35 |
| *ICT*  | Provision and upkeep of devices from the shared classroom sets in all Primary classrooms & specialist classes (eg. IPads, STEM equipment) | $20 |
| *Photocopying* | Printing and photocopying of worksheets and learning materials | $20 |
| **Total Curriculum Contributions** | **$150** |
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| **Other Contributions** - for non-curriculum items and activities | **Amount** |
| *Grounds and facilities maintenance & enhancements* | Each year we invite parents to support the improvement of our school facilities. Contributed funds will enable our School Council to provide additional play and learning spaces above those provided by the Government. | $50 |
| **Total Other Contributions** | **$50** |

**Educational items for students to own**

Attached is a list of items that we recommend you purchase from *Paperchase Office National* for your child to individually own and use.

The College is partnering with Paperchase Office National as our preferred supplier of student bookpacks. We are confident that you will find Paperchase to be value for money, however parents are welcome to seek out comparable quotes from other suppliers if they wish. Please be mindful however that if you choose to source these items yourself, you should ensure that the items purchased are comparable to those listed on the booklist overleaf. **All booklist items are to be brought to school with your child on the first day of Term 1, 2024** (unless otherwise communicated by your child’s 2024 teacher prior to the first day of Term 1).

**Online Ordering**

To submit your child’s booklist order online via Paperchase Office National:

1. Go to https://booklist.paperchase.com.au
2. Enter the school access code **BTSDCC**
3. Click “create order”, Enter student’s first and last name, choose year level and follow prompts to place and pay your order.
4. Check your E-mail for your order receipt

***Booklists submitted by 17th of December 2023 will receive FREE DELIVERY and guaranteed delivery to your home before the 1st day of Term 1.***

***Booklists submitted online after this date will incur a $9.95 package and handling fee.***

**Bookpack Delivery**

Bookpacks ordered through Paperchase Office National will be delivered to your home address – there will be no deliveries to the school (please ensure you put your physical home address – bookpacks cannot be delivered to PO Boxes)

Parents of new students in Year 1 – 6 will need to ensure that the optional items listed on the booklist (eg. Book tub, headphones, whiteboard) are purchased as well as the student bookpack. These will then be retained for future years.

**Extra-Curricular Items and Activities**

Dohertys Creek P-9 College 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.

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| --- | --- |
| **Extra-Curricular Items and Activities** | **Amount** |
| Some additional school charges will arise during the year. For example:* School Photographs
* Excursions / Incursions
 | TBA |
| **Total Extra-curricular Items and Activities** | **$-** |

**Total**

|  |  |
| --- | --- |
| **Category** | **Totals** |
| Curriculum Contributions | $150 |
| Other Contributions | $ 50 |
| Extra-Curricular Items and Activities | TBA |
| TOTAL | **$200** |

### Financial Support for Families

Dohertys Creek P-9 College understands that some families may experience financial difficulty and offers a range of support options, including:

* **Camps, Sports & Excursion Fund (CSEF)**

The Victorian Government has again committed to providing eligible students with Camps, Sports & Excursion funds (CSEF). These funds are paid to the school to use towards excursions, incursions, and camps for eligible students. To be eligible for the funding, a parent or legal guardian must be the holder of a current Healthcare card or Pension card or be a temporary foster parent on the first day of Term 1 or Term 2. Parents who are eligible for CSEF **and** are applying for CSEF for the first time at the College or have a new student commencing will be required to complete a CSEF application form as early as possible in the New Year. **Applications close at the end of Term 2, 2024.**

* **Instalment payments**

This can easily be organised via Compass. Please do not hesitate to speak with a member of the Admin team should you need assistance.

* **Centrepay**

Centrepay is a free service offered by Centrelink to help recipients of Centrelink payments arrange regular deductions for payment of ongoing expenses and regular bills. Should you wish to participate in this, please speak with a member of the administration team in the General Office.

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

* Virginia Jowett

Ph: *03* *8560 6079* | Email: virginia.jowett@education.vic.gov.au

**PAYMENT OPTIONS**

Payment Methods

* Online via COMPASS (our preferred method)
* EFTPOS
* CREDIT CARD
* CASH

*We are encourage payment via Compass where possible.*

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# **PARENT PAYMENTS POLICY**

# **ONE PAGE OVERVIEW**

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|  | **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.
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|  | **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).
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|  | **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.
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|  | **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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