



1<sup>st</sup> November 2023

Dear parent/guardian

Apollo Parkways Primary School is looking forward to another 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 curriculum requirements 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's 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/Carer 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 allowed us to:

- Provide high quality programs and specific subject materials and equipment for: English, Mathematics, Science, Art, Inquiry, STEM, Italian, Pegasus, and PE.
- Maintain and develop the school grounds.
- Ensure the upkeep of our computer devices 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.
- Arrange for individual student supplies and class bulk supplies.
- 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

Doreen Montgomery  
Principal

Ru Thomas  
School Council President



## Grade 4 2024

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p>Grade 4 classroom/specialist consumables, materials &amp; equipment</p> <ul style="list-style-type: none"> <li>Classroom consumables - Includes items such as A4 and A3 coloured paper, whiteboard markers, dotted thirds paper, ruled exam paper, laminating pouches, glue sticks, graphite pencils, Christmas items, stickers, exercise books, items/food for maths, inquiry and literacy activities (\$95)</li> <li>The Resilience Project Planner (\$10)</li> <li>Individual Stationery pack (\$38)</li> <li>Specialist Consumables - Italian – Includes items such as cover paper, puppet making supplies, ribbon, glue, split pins, glitter, feathers; STEM – Includes items such as paper, card, sticky tape, craft materials; Art - Includes items such as sketching pencils, paper – plain/patterned/printed/gloss/matt, paint, watercolour and pastel pads, food dye, oil pastels, markers, paint markers, clay, sequins, joggle eyes, pipe cleaners, florist wire, buttons, beads (\$55)</li> <li>Use of ICT, class sets, readers, Maths equipment, Sport equipment, STEM equipment, Library books, printing, posters (\$80)</li> <li>Swimming / Water Safety program (\$ amount to be confirmed in 2023)</li> </ul> <p>Grade 4 Online Subscriptions</p> <ul style="list-style-type: none"> <li>Essential Assessment Numeracy (\$15)</li> </ul>	\$293
Other Contributions - for non-curriculum items and activities	Amount
First aid resources / equipment	\$25
Student and Parent communication tools	\$5
<b>Total Amount</b>	<b>\$323</b>
Tax deductible contributions	
<p><b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</p> <p>\$50, \$75, \$100 or choose your own amount</p>	\$



## Extra-Curricular Items and Activities

Apollo Parkways Primary School offers a range of items and activities such as sports events, swimming, camps, excursions, incursions, Athletics, Reading Eggs etc. 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 and notification will be sent via Compass throughout the year.

## Financial Support for Families

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

- Camps, Sports and Excursions Fund
- Payment Instalment Arrangements
- State Schools Relief

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Vanessa Cutcliffe (Business Manager) or Doreen Montgomery (Principal) - Ph: 03 9433 1300 | Email: [apollo.parkways.ps@education.vic.gov.au](mailto:apollo.parkways.ps@education.vic.gov.au)

## Total

Category	
Curriculum Contributions	\$293
Other Contributions	\$ 30
Tax Deductible Building Fund Contribution	\$

## Payment methods

Our preferred payment method is Compass alternatively, you can pay by Qkr! credit card (MASTERCARD, VISA) EFTPOS, or cheque payable to Apollo Parkways Primary School. Payment may also be made using cash, however we ask that parents wishing to pay cash, do so at the school office so a receipt can be provided directly as proof of payment.

## Refunds

Apollo Parkways Primary 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. Generally, we will not be able to refund payments made for items purchased or costs that have been paid where those funds have already been transferred to a third party.



## 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	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	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.