



COIMADAI PRIMARY SCHOOL N^o. 716

86 BENNETTS LANE, COIMADAI, VICTORIA 3340

☎ (03) 5367 2907

COIMADAI.PS@EDUCATION.VIC.GOV.AU

Dear Parent/Guardian,

Coimadai Primary School is looking forward to another great year of teaching and learning and would like to advise you of Coimadai Primary School's voluntary financial contributions for 2022.

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'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 organise and coordinate the best possible programs outside of the traditional teaching and learning classroom structure. These financial contributions assist us with the purchasing of Art, Science and Physical Education equipment and resources. This in turn supports them to be exemplary programs, together with our exceptional classroom teaching of the established subjects such as Reading, Writing and Maths.

Department of Education guidelines now mandate that schools are **UNABLE** to provide parents with a statement of fees. With this in mind, parents are asked to please view the recommended financial contributions schedule attached for an indication of contributions for your child/ren.

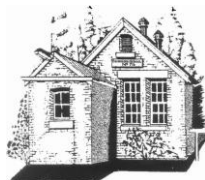
For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Yours sincerely,

A handwritten signature in cursive that reads "Moira Ross".

Moira Ross
Principal

Kimberley Boyle
School Council President



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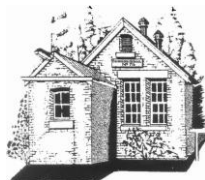
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Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Student consumables, materials & equipment</i> <ul style="list-style-type: none"> • Art – paint, crayons, canvas, glitter, coloured paper (\$15) • Classroom consumables & materials (\$15) • Clubs – Materials eg: Food items (\$5) 	\$35
<i>Online Subscriptions</i>	\$10
<i>ICT Devices – provision of devices from the shared classroom sets</i>	\$10
<i>Printing and photocopying of worksheets and learning materials</i>	\$5
Other Contributions - for non-curriculum items and activities	Amount
<i>School Sports Victoria membership (Years 3-6 only)</i>	\$2.50
<i>Bacchus Marsh Primary Schools Sports Association (Years 3-6 only)</i>	\$2.50
<i>Student wellbeing program – Resilience Book</i>	\$12
<i>First aid equipment</i>	\$ 3
Total Amount Prep – 2	\$75.00
Total Amount Grade 3-6	\$80.00

Educational items for students to own

- Attached is a list of items that the school recommends you purchase from Melbourne Office Supplies, through their online portal, for your child to individually own and use.
- Grade 3 Netbook Purchases will be via the JB HiFi Education Portal.



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Extra-Curricular Items and Activities

Coimadai 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.

OPTIONAL Extra-Curricular Items and Activities	
School photos	
School camp	
Grade 6 T-Shirt	
Year 3-6 Interschool Sports program	
Other optional excursions to be scheduled, Approx. 1 per term.	
Extra-curricular Items and Activities	To Be Advised

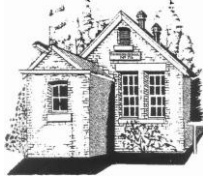
Total

Category	
Curriculum Contributions	\$ 60
Other Contributions	\$ 15 / \$20
Extra-Curricular Items and Activities	\$ TBA

Payment methods

BPay - this is the preferred method as our office is not staffed every day.

Cash



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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.

Financial Difficulties

While all parents are being invited to purchase a netbook for their child, we acknowledge that some families facing financial difficulties will find this hard, particularly with initial outlays. If you find yourself in this position, please contact our Business Manager to discuss alternative arrangements.

Financial Support for Families

Coimadai 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
- Centrepay

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

Kerry or Moira

Ph: 03 5367 2907 | Email: kerry.wrigley@education.vic.gov.au / moira.ross@education.vic.gov.au

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.