



Dear Parent/Guardian,

We would like to take the opportunity to once again welcome all the new families to Aitken Creek Primary School as well as thank existing families for their ongoing support. The information contained in this correspondence relates to important information in regard to the 2022 financial contributions for all families.

In 2021 the Department of Education reviewed the Parent Payment Policy commencing from 2022 and our school process is in line with the new recommendation.

According to the updated government policy, schools provide students with free instruction to fulfil the standard Victorian curriculum and as a result all contributions are voluntary.

The ongoing support from our families ensures that our school can offer the best possible education for our students. This support comes in different ways, through financial contribution, hands on support in running Mothers' Day and Fathers' Day stalls, participation on school council and classroom support and advocacy for our school.

The ongoing financial support in the past has enabled us to offer a wide range of learning experiences within the school, improved school facilities and playgrounds and enhanced digital learning opportunities.

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

Yours sincerely,

*Peter Katsikapis*

Principal

Aitken Creek Primary School

*Dianne Murray*

School Council Member

Aitken Creek Primary School

51-81 Grevillea Street Craigieburn 3064  
PO Box 293 Craigieburn 3064  
Tel: 03 8338 3700  
Email: [aitken.creek.ps@edumail.vic.gov.au](mailto:aitken.creek.ps@edumail.vic.gov.au)  
Web: [aitkencreekps.vic.edu.au](http://aitkencreekps.vic.edu.au)  
ABN 33 692 870 949

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
<p><b>Year P - 6</b></p> <p><b>Stationery and Classroom Materials (For a detailed list please refer to the attached booklist) - \$140 per child</b></p> <p>This covers all of your child's stationery requirements and all consumable materials that are used in their classroom and as part of their daily educational program. This will include items such as: pencils, pens, rubber, sharpener, exercise books, project books, markers, crayons, scissors, document wallets, folders, loose paper, craft materials, glue, reading journal, personalised spelling/dictionary book.</p> <p>We have carefully selected and sourced these items and will be able to purchase them in bulk enabling us to maximise value for money. These supplies will be delivered directly to the school and will be distributed to students by their teacher as required during the year.</p> <p><b>Visual and Performing Arts - \$20 per child</b></p> <p>This amount covers the cost of consumables associated with the delivery of your child's Arts program. It includes items such as: Paper, paints, crayons, pastels, clay and construction materials etc.</p> <p><b>Science, Technology and Humanities - \$10 per child</b></p> <p>This amount covers the cost of consumables associated with the delivery of your child's Science, Technology and Humanities program delivered in the classroom.</p>	<b>\$170</b>
<p><b>Year P - 6</b></p> <p><b>Software licensing - \$30 per child</b></p> <p>This amount covers the cost for home and school licensing of online programs for Mathematics and Language, such as Mathletics and Reading Eggs. It also includes online programs such as Showbie and Compass that assist us to provide home school links and remote learning.</p> <p><b>Computers and IT related costs - \$5 per child</b></p> <p>This amount covers the cost of consumables associated with our school wide computer program.</p> <p><b>Printing and photocopying of worksheets and learning materials - \$5 per child</b></p> <p><b>Literature and Numeracy resources - \$15</b></p> <p><b>Sports equipment - \$5</b></p>	<b>\$60</b>
<p><b>Other Contributions (development and maintenance of school buildings and grounds)</b></p>	<b>\$20</b>

## Extra-Curricular Items and Activities

Aitken Creek 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 for free to deliver the Curriculum. These are provided on a user-pays basis. These include activities such as camps, excursions and incursions. These activities will be communicated to parents via Compass well in advance and associated costs will be advised.

## Financial Support for Families

Aitken Creek 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)
- Payment Plans
- Links to external financial support (<https://www2.education.vic.gov.au/pal/financial-help-families/resources>)

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

Contact name: Shirlene Nicholson

Ph: 03 8338 3700      Email: [aitken.creek.ps@education.vic.gov.au](mailto:aitken.creek.ps@education.vic.gov.au)

## Voluntary Contributions Summary

Category	
Curriculum Contributions	\$230
Other Contributions (Buildings and Grounds)	\$20
<b>Total contributions</b>	<b>\$250</b>

## Payment methods

- Via Compass parent portal
- Bpay details available from the office

## 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. Refund requests for events and excursions may not be approved due to organisational requirements of external providers

# 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.