



PARENT PAYMENT ARRANGEMENTS 2024

Dear Families,

Menzies Creek Primary School is looking forward to another great year of teaching and learning and would like to advise you of our parent payment arrangements for 2024. We want to thank you for all your ongoing support. This makes a huge difference to our school and the programs we can offer.

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.

Menzies Creek Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all families. We are pleased to say that fees have not increased.

The State Government provides a considerable proportion of the school's income, however this is not enough to meet the full provision of the necessary materials and equipment costs of running the school and providing a level of education that is desired and expected by our school community.

The Education and Training Reform Act 2006 provides for the provision of free instruction in the standard curriculum program. Free instruction includes learning and teaching, instructional support, materials and resources, administration and facilities associated with the provision of the standard curriculum program.

However, funding provided by the Federal and State Governments is insufficient to meet all of the requisite classroom materials.

To maintain our educational excellence there is a need to collect student charges. These funds provide materials, equipment and programs not funded by the government or our fundraising endeavours. For example: Wellbeing support via Chaplaincy (Hollie), our Plot to Pot program, computer resources, literacy resources, reading support, and grounds maintenance and development. The school cannot fully provide these without assistance and support from the parent community.

Your contribution is vital to continue improving the amenities at the school beyond that provided by the government.

Yours sincerely,

Dale McInerney

Principal



Book Packs -Educational Items for Students to Own. Approximately \$100 per pack

Items that the school recommends you purchase from Ross Office Supplies for your child to individually own and use. Please see attached flyer for instructions on ordering through Ross Office Supplies.

Website – <https://booklist.officebrands.com.au/croydon> School Access Code – goodmagic24

***NOTE:** It is our recommendation that all Educational Items be purchased through Ross Office Supplies to ensure all students are using the same products to assist with class organisation.

If parents/guardians choose to provide equivalent materials themselves, we ask that this please be done in consultation with the classroom teacher, and items meet the specifications provided by the school. Book pack content lists are available from the Ross Office Supplies website or by contacting the school.

Contributions

Curriculum Contributions – items and activities that students use, or participate in, to access the Curriculum	Amount
Consumables – Foundation – Year 6 materials and Equipment <ul style="list-style-type: none"> • Art – paint, crayons, canvas, coloured paper, clay (\$30) • Science – Science materials (\$25) • Performing Arts (\$5) • Physical Education (\$10) • Auslan – class resources (\$5) • Maths – Class resources (\$5) • English – class sets (\$10) • Plot to Pot (\$90) 	\$180
Online Subscriptions <ul style="list-style-type: none"> • Mathletics • Essential Assessments 	\$50
Other Contributions – For non-curriculum items and activities	
IT Contribution (per family)	\$25
TOTAL (excluding Book Pack)	\$255

Voluntary Financial Contributions

Item	Amount – please nominate on payment form how much you would like to donate	
Grounds Levy	Pays for mowing of the school grounds and repair of school facilities undertaken by a Handyman. Mowing costs per year- \$4,500 and Handyman costs per year- \$11,000.	\$60
School Assistance Fund	This fund is to provide essential student learning items or optional items for families unable to purchase these items due to financial hardship. A suggested contribution of \$50.00 helps to ensure that all our students have the option of attending school camps and excursions and have the items they need for school.	\$50



Extra-curricular Items and Activities

Menzies Creek Primary Schools 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. Payment will be requested through Compass Events throughout the year.

Financial Support for Families

Menzies 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
- Instalment payment plans
- State School relief uniform supplies

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Kate Keys (Business Manager) or Dale McInerney (Principal) on 9754 3695

Payment Methods

Book Packs

Payment in full through Ross Office Supplies by 22nd December 2023 (to avoid a late fee).

If you are experiencing financial difficulties, please contact the office BEFORE this date to discuss alternative arrangements.

Contributions

Payment in full through Ross Office Supplies when purchasing Book Packs

OR

Direct Payment to the school. Please fill in the following form and return to the office if paying this way.

OR

Please contact the school office to make and alternative arrangement. Parents may choose to make recurring contributions and can request an instalment Form to nominate dates and amounts.

Refunds

Please refer to our Refund Policy on the Menzies Creek website at <https://www.menziesps.vic.edu.au/>

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 a reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Departments Parent Payment Policy and guidance, Financial Help for Families Policy and any other relevant information.



Direct Deposit Payment Form

For Curriculum Contributions Only, when choosing to pay directly to the school. Book Packs can be ordered and paid directly through Ross Office Supplies.

Student name _____

I wish to pay the following via Direct Deposit;

Contributions	
Consumables (suggested amount - \$180.00)	
Online Subscriptions (suggested amount - \$50.00)	
IT Contributions (suggested amount - \$25.00)	
Other Contributions – per family	
Working Bee Levy (suggested amount - \$60.00)	
School Assistance Fund (suggested amount - \$50.00)	
TOTAL	\$

- **Working Bee Levy**
*Pays for mowing of the school grounds and repair of school facilities undertaken by a handyman.
Mowing costs per year \$5,500 and Handyman costs per year -\$11,000*
- **School Assistance Fund**
This fund is to provide essential student learning items or optional items for families unable to purchase these items due to financial hardship. A suggested contribution of \$50.00 helps to ensure that all our students have the option of attending school camps and excursions and have the items they need for school.

Please fill in and return to the school office if you wish to make payments via Direct Deposit

Please note the school has a new bank account.

Menzies Creek Primary School
 BSB 083 001
 ACC# 266 596 075
 Please use your surname as a reference

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.