



27th November 2023

Dear Parents and Carers

Moonee Ponds West Primary School is looking forward to another wonderful year of teaching and learning and would like to advise you of the 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 support of our families ensures that our school can offer our students the best possible education and support. The range of experiences and educational enrichment are offered because of parental support.

We want to thank you for this ongoing support, whether that is through fundraising or volunteering your time. Your continued support makes an enormous difference to our school and the learning opportunities for our children

Some of the items that have benefitted from your support for 2023 are listed below.

- Offer a wide range of subjects and special curriculum experiences for our students across all year levels, including our excursion and incursion opportunities. Specialist program delivery of Creative Arts, PE and Japanese, interschool sport, and of course the exploration and fun that occurs in all classrooms.
- Online subscriptions to support learning such as **Matific, Sunshine Online and EPIC**
- Access to speech pathology services
- Maintenance of technology across the school – **Provision and maintenance of iPads in years F-2 and laptops in years 3-6**
- Enhanced hygiene standards
- School grounds improvements

Please find below the Moonee Ponds West Primary Schools contributions schedule for 2024, which includes an overview of what your contributions will support in 2024. Please find attached for your use at the end of the documents, a one-page contributions schedule to assist with payment.

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

Yours sincerely,

Jarrod Sutton
Principal

Brian Stanley
School Council President

2024 VOLUNTARY FINANCIAL CONTRIBUTIONS SCHEDULE

CURRICULUM CONTRIBUTIONS - items and activities that students use, or participate in, to access the Curriculum	AMOUNT
<p>Classroom consumables, materials & equipment: Classroom consumables, materials & equipment (<u>Mathematics</u> – numeracy materials, <u>English</u> – book boxes, updated reading resources, visual arts materials (including paint, drawing materials, Japanese learning resources School Diaries (Y3-6)</p>	\$ 100
<p>Online subscriptions:</p> <ul style="list-style-type: none"> • EPIC • Matifics • Sunshine Online (F-2) 	\$ 40
<p>ICT Contribution for the purchase and maintenance of devices, software/applications used by students in the classroom. This includes netbooks, iPads, and network devices and the software that students use on these devices.</p>	\$ 60
<p>Printing and photocopying of worksheets and learning materials</p>	\$ 15
<p>Whole school events - Resources to support: Book Week, Science Week, Harmony Day, Literacy and Numeracy Week and other whole school events.</p>	\$ 30
OTHER CONTRIBUTIONS – for non-curriculum items and activities	AMOUNT
<p>Student & Parent Communication tools – Compass (Licence and Kiosk Lite rental) This does not include any fees. This contribution goes towards the cost of the licence and rental of Kiosk Lite. The school pays the balance of this cost.</p>	\$ 20
<p>First aid and Hygiene equipment - This contribution goes towards the cost of items such as band-aids, icepacks, tissues, hand sanitisers, paper towels, disinfectant wipes, etc.</p>	
<p>Enhanced Wellbeing Support: Allied Health Support e.g., Speech Therapy</p>	\$ 50
<p>School grounds maintenance and improvements</p>	\$ 50
<p>Total Curriculum Contributions</p>	\$
TAX DEDUCTIBLE CONTRIBUTIONS	AMOUNT
<p>Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. In 2024 donations from the Building Fund will support the Capital Works Project and proposed landscaping under the shade sail at the end of the LTC Building on Eglinton Street. The suggested contribution is \$100.</p>	\$
<p>Library fund. A tax-deductible contribution will be used to replace and supplement the school and classroom library books. It will also be utilised to improve the library space (not covered in the Capital Works project) for all students and teachers to use. The suggested contribution is \$100.</p>	\$
<p>Total Other Contributions</p>	\$

Educational items for students to own (Stationery Book Packs)

Attached is a list of items that the school recommends you purchase from our preferred school supplier, **Complete Office Supplies (COS)** for your child to individually own and use. The attached booklist guides you on the everyday items that your child will use in the classroom. Alternatively, parents can source items from a supplier of your choice.

Moonee Ponds West Primary School offers a range of items and activities that enhance or broaden the schooling experience of students and are beyond what the school provides to deliver the Curriculum. These are provided on a user-pays basis.

If you would like to purchase an item or activity for your child, please indicate on the table below and return this to the school.

Extra-Curricular Items and Activities	AMOUNT	PURCHASE (Please tick)
Optional excursions/incursions will be scheduled throughout 2024. The Excursion/Incursion payment will be used to support the learning of the curriculum	\$ 120	<input type="checkbox"/> \$
Year 5/6 Interschool Sports program	\$ 70	<input type="checkbox"/> \$
Sex Education – ‘Living and Growing’ education for students in Years 3 to 6. This program is provided by SEA (Sex Education Australia)	\$ 25 (Yr3-4)	<input type="checkbox"/> \$
	\$ 35 (Yr5-6)	<input type="checkbox"/> \$
Student Accident Insurance – Group Accident Insurance for students	\$ 8	<input type="checkbox"/> \$
School Camps – Costings for the school camping program will be finalised once student numbers have been confirmed. (2023 costs: 5/6 Camp \$583, 3/4 Camp \$470)	\$ TBA	<input type="checkbox"/> \$
Moonee Vale Instrumental Music Program (MVIMP) Yr. 3-6. Tuition cost of \$1040 full fee per year, MVIMP Camp, approx. cost \$450. Students will be charged separately on acceptance into the program.	\$ TBA	<input type="checkbox"/> \$
Total Extra-Curricular Items and Activities		\$

Financial Support for Families

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

- **Camps, Sports, and Excursions Fund (CSEF)** - Parents holding a valid means-tested concession card will be eligible to apply. A special consideration category will also exist. Eligible families will need to apply for the CSEF at the school office with applications to be entered by school administrators onto a web-based system. A payment of \$125 for primary school students (\$225 for secondary school students) will be paid directly to the school to be used at the direction of the parent towards camps, sports, and excursion costs for the benefit of the student.

- **State Schools Relief Fund (SSRF)** – SSRF may cover the cost of new uniforms, shoes, books and more for disadvantaged students. [State Schools' Relief \(stateschoolsrelief.org.au\)](http://stateschoolsrelief.org.au)
- **Payment Plans for Extra-Curricular items and activities**- The school has Payment Plans for Extra-Curricular items and activities for parents to access if needed. Any questions regarding financial assistance please contact the Business Manager, Sandra Monaghan on 9370 6875 or sandra.monaghan@education.vic.gov.au
- **Student Scholarships** - The Department of Education offers scholarships to help with the cost of education. [Student scholarships | Victorian Government \(www.vic.gov.au\)](http://www.vic.gov.au)
- **Marrung education scholarships** - Marrung is a strategy to ensure that all Koorie Victorians achieve their learning aspirations. [Marrung | Victorian Government \(www.vic.gov.au\)](http://www.vic.gov.au)
- **Second-hand Uniform Shop** – In order to support parents in meeting the costs of their children’s education the school operates a second-hand school uniform shop.

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

- Principal, Jarrod Sutton on 9370 6875 or jarrod.sutton@education.vic.gov.au or
- Business Manager, Sandra Monaghan on 93706875 or sandra.monaghan@education.vic.gov.au

Total

Category	
Curriculum Contributions	\$
Other Contributions	\$
Extra-Curricular Items and Activities	\$

Payment methods

Parent contributions towards the requested payments is essential to maintain the quality of education that we provide at Moonee Ponds West Primary School. Payment can be made electronically via Compass and BPAY. Please note your families unique BPAY Reference is available from the office.

Alternatively, cash, EFTPOS, and cheque payments can be made directly at MPWPS 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.

PARENT PAYMENTS OPTION FORM

PLEASE INDICATE YOUR PREFERRED METHOD OF PAYMENT



Compass Pay (using your Compass Parent Portal)



BPAY – make this payment via internet or phone banking.

MPW Biller Code

87361

Your Ref Number

Alternative Payment Methods

Cash Cheque Visa Mastercard

Card Number

Expiry Date:

CCV:

Name on card

Signature

Date:

I authorise by signing above that the following amounts are to be deducted from the provided credit card details. **Please note that Moonee Ponds West does not store credit card details.**

Student's Name	Year	Description of payment	Total***

- ***Please Note: Contributions for Extra-Curricular Items and Activities e.g., Camps will be advised and charged as they arise.***
- ***Instalment total (option B) or overall total (option A) depending on your preferred method of payment.***
- ***Please find attached a contribution payment form for your use.***

PARENT PAYMENTS POLICY OVERVIEW

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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- 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 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 does not 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.