

10<sup>th</sup> November 2021

Dear Prep Level Parents/Guardians,

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

Mitcham Primary School is committed to excellence through innovative educational programs to improve student outcomes, put in place to cater for the needs and interests of our students. We make every effort to keep the cost of items and activities to a minimum and affordable for all parents. Each year School Council meets to consider the school's financial position and prepares a budget to cover the educational programs, administration, facilities development, and maintenance for the next school year.

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 educational outcomes and support for our students. We want to thank you for all your support, whether it be voluntary contributions, fundraising activities or volunteering your time at MPS. This makes a huge difference to our school and the programs we can offer. Essentially, it is your contributions that allow MPS to continue to offer the enhanced learning programs and facilities that give your child opportunities beyond the traditional educational experience. We look forward to having your child join us in 2022.

**Your 2022 Prep Contribution of \$399.60 contributes to:**

Individual Stationery Packs to use and own, and additional classroom stationery supplies.

Extensive resourcing of classroom equipment, materials, digital subscriptions, and consumables that enrich learning in our core curriculum areas and the additional programs offered at MPS.

Additional Learning Enhancement and Support (Literacy and Maths).

Building and Grounds maintenance personnel to maintain our expansive 6-acre grounds, that include tennis courts, gymnasium facilities, hard courts and newly established play equipment, Performing Arts Centre, STEM Centre and 'Nurture Nature' Gardening Program facilities.

Ongoing special projects and grounds developments that enhance the recreational areas and outdoor learning spaces for our students.

Enhanced Wellbeing Support initiatives that include Positive Education – 'Resilience Project' as well as inclusive lunchtime programs that appeal to an array of interests, encourage inquiry, and inspire new enthusiasms.

Fully equipped Broadcasting Studio / Media Centre that incorporates our leading-edge audio and visual digital media platforms.

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

Yours sincerely,

*Erin Norman*

**Mitcham Primary School Principal**

*Lucille Matthews*

**Mitcham Primary School Council President**



Prep Level Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<ul style="list-style-type: none"> <li>• <b>Individual Stationery Pack</b> (purchased from preferred supplier – Maxim) (\$92.00)</li> <li>• <b>Classroom Consumables, materials &amp; equipment</b> – Paper, cover paper, glitter, laminating pouches, specialty charts, craft items, MPS student diary (\$30)</li> <li>• <b>Consumables for Visual Arts</b> – paint, clay, crayons, canvas, glitter, coloured paper (\$10)</li> <li>• <b>Consumables for STEM</b> (Science, Technology, Engineering, Maths) – seedlings, construction materials, chemicals, cooking ingredients (\$4.00)</li> <li>• <b>Consumables for Mathematics</b> – numeracy counters, modelling materials (\$5.00)</li> <li>• <b>Consumables for English</b> – readers (\$15.00)</li> <li>• <b>Consumables for Physical Education</b> – ribbons, certificates, games (\$8.00)</li> <li>• <b>Consumables for Performing Arts</b> – song sheets, scripts, costumes, and props (\$9.00)</li> <li>• <b>Consumables for Indonesian</b> – cultural materials (\$3.00)</li> </ul>	\$176.00
<b>Online Subscriptions</b> <ul style="list-style-type: none"> <li>• Essential Assessment – including Sunshine Maths (\$16)</li> <li>• Cyber Safety Portal (\$3.00)</li> <li>• Seesaw App (\$8.00)</li> <li>• JAMF Student Device Management Software (P-2) \$5</li> </ul>	\$32
<b>Total Amount Prep Level Curriculum Contributions</b>	<b>\$208.00</b>
Other Contributions - for non-curriculum items and activities	Amount
School Sports Victoria membership	\$2.60
Student wellbeing programs	\$5.50
First aid resourcing	\$15.50
School grounds maintenance and improvements	\$65.00
Student – Parent Communication Platform COMPASS PORTAL	\$3.00
<b>Total Amount Prep Level non-curriculum Contributions</b>	<b>\$91.60</b>
Tax deductible contributions	Amount
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$50
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$50
<b>Total Amount Tax deductible contributions</b>	<b>\$100.00</b>

### Educational items for students to own

If you choose to pay the Prep Level Curriculum Contributions, that include stationery, classroom materials and equipment, your child's Individual Learning pack will be delivered directly to your child's classroom for the start of the school year.

If you **do not** wish to pay the Prep Level Curriculum Contributions, that include stationery, classroom materials and equipment then the link below provides a list of items that the school recommends you purchase from MAXIM (our preferred supplier) for your child to individually own and use. Purchase through Maxim directly will incur GST and a \$10.00 home delivery charge. Follow this link <http://www.maxim.booklists.com.au> using access code: MITCHAMPS to purchase direct.

**Digital Devices:** Attached is a list of devices that the school recommends you purchase from *Learning with Technology* for your child to individually own and use. The list can also be accessed via this [LINK](#).

### Extra-Curricular Items and Activities

Mitcham Primary School offers a range of items and activities that enhance or broaden the schooling experience for students and are above and beyond what the school provides to deliver the Curriculum. These activities are optional and are provided on a user-pays basis. You will be notified of these as they occur.

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund

For a confidential discussion about accessing these services, please contact the school.

### Parent Payment Request

Category	Amount
Prep Level Curriculum Contributions	\$208.00
Other Contributions - for non-curriculum items and activities	\$91.60
Extra-Curricular Items and Activities	As Events, Camps and Excursions occur.
<b>Total – Prep Level Contributions 2022</b>	<b>\$399.60</b>

### Payment methods

Payments can be made:

- Via Compass-Course Confirmations either in full or a pre-determined payment plan.
- In person at MPS Administration Office by EFT, Credit Card or Cash.

### 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 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.