

PARENT PAYMENTS POLICY 2024

Dear Parent / Carer,

Portarlington Primary School is looking forward to another great year of teaching and learning and would like to advise you of Portarlington Primary School's 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 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 provide a comprehensive curriculum and use of technology resources. Our Classroom Craft Activities and Specialist Subjects are detailed below and allow us to immerse students in each topic through a variety of hands on, interactive and creative experiences and opportunities.

Portarlington Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all Parent / Carers and families.

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

Yours sincerely,



Lesley-Ann Allbutt
Acting Principal

Mr Stuart Shepherd
School Council President



Curriculum Contributions for 2024.

Items and activities that students use, or participate in, to access the Curriculum to be paid via Compass Portal

	Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Art Activities	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
LOTE Activities	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Classroom Craft Activities	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
2024 Diary	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Curriculum Contributions 2024	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00

Other Contributions

Other contributions can be made through Compass Course confirmation and Payments

Other Contributions – for non-curriculum items and activities	Suggested Contribution per family
School Grounds Maintenance and Improvements	\$100

Educational items for students to own

Attached is a list of items that the school recommends you purchase from [MAXIM](#) for your child to individually own and use.

Maxim orders close 08/12/2023 for January delivery.

	Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Educational Items for students to own (Book Pack)	\$80.91	\$80.91	\$130.88	\$125.43	\$125.43	\$107.95	\$107.95

You may choose to purchase these items through <https://www.maximbooklists.com.au/> access + code **PORTARLING** or provide your own. Please contact school office for a list of the stationary.

If providing your own items, please ensure goods purchased are an exact match. For example, if the description is for a purple 24mm dotted thirds exercise book, the book must be purple with matching line spacing. Booklist can be obtained from the office.

Extra-Curricular Items and Activities

Portarlington Primary School offers a range of optional items and activities that enhance or broaden the school experience for your child and are above and beyond what the school provides to deliver the curriculum. These are provided on a user-pays basis.

Please note that we have only included the major events within our school
There may be other excursions/activities/sports items that may be required to be paid during the school year

Excursion/Camp (Estimated costs based on 2023 activities)	Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Camp (dependent on location)				\$350.00 approx	\$350.00 approx	\$350.00 approx	\$350.00 approx
Excursions	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
Adventure Park							\$40.00
Athletics Events				\$15.00	\$15.00	\$40.00	\$40.00
Swimming	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00
Year 5/6 Sporting Events						\$40.00	\$40.00

Financial Support for Families

Portarlington 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
- Instalment payment plans for Extra-curricular activities.
- Centrepay – Please see Lisa on how to set this up.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact: Lisa Gale on Ph: 52592572 or via Email: portarlington.ps@education.vic.gov.au

Payment Methods

Payment of Student Educational Items via <https://www.maximbooklists.com.au/> code is **PORTARLING**

You would only need to pay for the extra-curricular activities as they arise during the school year.

Payment for Curriculum Contributions online via **Compass**. This can be done via card on the compass portal. Families can also pay for these via the office.

Important Dates

Opening date for payments via Maxim is **1st November 2023**

Closing date for payments via Maxim is **8th December 2023**

If you order after 8th December 2023 this will not guarantee delivery for the start of the school year. You will receive the book pack after school begins.

All items purchased through Maxim will be distributed to their classrooms on the first day of the 2024 school year.

For further information on the Department's Parent / Carer Payments Policy please see overview attached.

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.



HOW TO ONLINE ORDER WITH MAXIM OFFICE GROUP PTY LTD

PORTARLINGTON PRIMARY SCHOOL

Dear Parents,

Many thanks for supporting Portarlington PS with the online portal. We have partnered with Maxim Office Group Pty Ltd to ensure a seamless school start for 2024. Packs will be delivered to the school for collection.

If you have any questions, please call Maxim on 1800 25 35 35.

Please note:

Orders must be placed by Friday 8th of December 2023 to ensure delivery is on time, ready for collection from the school.

Any orders after this date will incur a late order processing fee of \$15.

For collection date information, please contact the school office on 03 5259 2572.

To order your Bookpack:

- Please follow this link: <http://www.maxim.booklists.com.au>
- Your access code is: **PORTARLING**
****Please note this is capital sensitive. Please enter the code as displayed on the screen.***
- Select the year level required for order.
- Please ensure that the students' name, your name and contact details are given and correct.
- Select 'Place order'
- If purchasing more than one booklist, please select 'Add another booklist' and follow the same procedure from step 3.
- Select 'Proceed to payment options.'
- Your total payment amount required will display on screen.
- Select 'Pay Now'
- Please choose your check-out option – Credit/ Direct Debit available. Ensure payment details are correctly entered.
- You will receive a payment receipt and an order confirmation to the email address you provided.
- Your child's pack/s will be delivered to the school for collection.

Thank you,
Maxim Office Group Pty Ltd