



PORTARLINGTON PRIMARY SCHOOL

Newcombe Street, Portarlington 3223

Phone: 5259 2572

Email- portarlington.ps@education.vic.gov.au

Website- <http://www.portps.vic.edu.au>

Principal: Lesley-Ann Allbutt

PARENT PAYMENT ARRANGEMENTS 2025

Foundation - 2025

Dear Families,

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 2025.

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.

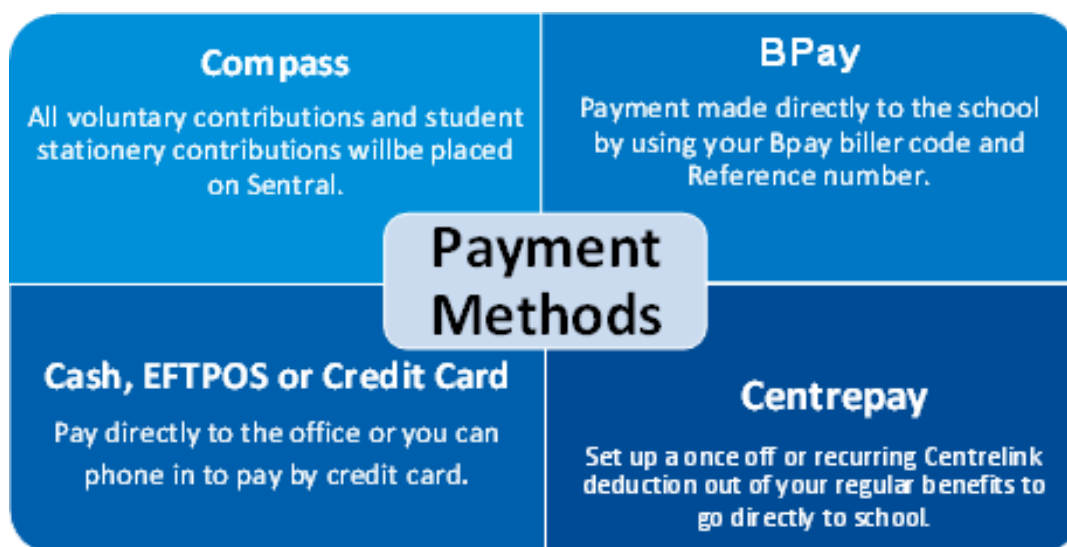
Portarlington Primary School is a **non-profit organisation**. The Department of Education provides funds through the Student Resource Package to operate and staff the school, and your fundraising and voluntary financial contributions enable us to enhance the teaching and learning programs.

The Department's Parent Payment Policy is attached to this letter for further information. We thank you for your financial contribution to the school so we can continue to add value to your child's education, particularly in areas such as STEM, Art, Music, Languages and extra curricular programs to enhance learning.

Yours sincerely,

Lesley-Ann Allbutt
Principal

Stu Shepherd
School Council President



Extra-Curricular Items and Activities

Portarlington Primary School offers a range of items and activities that enhance and broaden the schooling experience of students and that are above what the school provides to deliver the Curriculum. These are provided on a user-pays basis. This includes excursions, swimming, sport, camps and in-school special events. These will be payable through Compass.

School photos are ordered and paid for directly via Compass.

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 (available for families who hold a health care or pensioner card \$150 per year per student), forms will be sent home at the start of the 2025 school year.
- Parent Payment plans including cash, credit Centrepay or BPay. Families can set up regular direct debitor BPay transfers

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Lisa Gale, Business Manager on 5259 2572 or email Portarlington.ps@education.vic.gov.au.

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. Please refer to Portarlington's Refund policy on the school website.

Thank you

On behalf of the Portarlington Primary School community, we thank you for your financial contributions which contribute towards the outstanding teaching and learning programs we provide.

Voluntary financial contributions and other contributions will be placed on Compass at the beginning of 2025.

You can choose to either pay the full amount, part pay or pay in instalments. Please contact the office if you would like further information.

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Classroom and specialists (STEM ,Art, & PE) consumables, materials and equipment</i> - Classroom – items purchased in bulk, eg. bookboxes, glue, coloured paper, drawing and crafting materials - Art – paint and craft materials for art including drawing and painting materials, oil pastels, charcoal, acrylic paints, PVA glue, pens, craft paper, clay, inks, etc - STEM – Equipment & Supplies - PE – Sporting equipment 2025 Diary	\$ 150.00
ICT Equipment and Devices eg: robotics, Building Materials , lego	\$ 15.00
Enhanced Wellbeing – Resources & Programs	\$ 15.00
<i>Student Assessments –</i> All students - Essential Assessments (literacy and numeracy)	\$15.00
<i>Printing and photocopying of worksheets and learning materials – all students</i>	\$ 20.00
Other Contributions - for non-curriculum items and activities	Amount \$215.00
<i>Student and parent communication tools -all students</i> Compass Communication	\$ 25.00

Pay It Forward fund 2025 - In 2025 families can contribute to the Pay It Forward Fund to assist other Portarlington Primary School families experiencing financial hardship to help with the cost of camps, excursions, and activities. Disbursement of these funds will be assessed through leadership and the wellbeing team.	\$20.00
First Aid Contribution	\$ 5.00
School grounds maintenance and improvements	\$ 50.00
Total Amount	\$ 100.00

PARENT PAYMENTS POLICY



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.