



## THOMAS CHIRNSIDE PRIMARY SCHOOL 2023 PARENT PAYMENT ARRANGEMENTS

Dear Parents and Carers,

Thomas Chirnside Primary School is looking forward to welcoming everyone in 2023 for another great year of teaching and learning and would like to advise you of Thomas Chirnside Primary School's voluntary financial contributions.

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 makes a huge difference to our school and the programs we can offer.

Within our school this support allows us to provide many varied learning experiences, as well as enriched educational programs for every student. TCPS teaching and learning programs are highly valued by our school community. The commitment from parents to contribute also benefits the high levels of learning achievement of our students and results in improved outcomes, wellbeing, and engagement in learning.

At Thomas Chirnside Primary School, we design and develop learning and teaching programs drawing on the best educational knowledge and practices and strive to offer broad and enriched opportunities to students that are above and beyond what is required in the standard curriculum and is provided for by Government funding.

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

Yours sincerely,

Mrs. Bev Thompson  
Principal

Mrs. Sonia Owen  
School Council President

# 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.



## THOMAS CHIRNSIDE PRIMARY SCHOOL 2023 PARENT PAYMENT ARRANGEMENTS

CURRICULUM CONTRIBUTIONS	Amount
Items and activities that students use, or participate in, to access the Curriculum	
<p><i>Prep – Year 6 classroom consumables, materials &amp; equipment (including but not limited to)</i></p> <ul style="list-style-type: none"> <li>• <i>General classroom bulk materials and equipment e.g. paper, scrap books, writing books, graph books, folders, display folders, posters/charts, diaries, classroom libraries, readers</i></li> <li>• <i>Art – paint, crayons, canvas, glitter, coloured paper</i></li> <li>• <i>SAKG – gardening items, gloves, soil, plants, jiffy pots</i></li> <li>• <i>STEAM – science materials</i></li> <li>• <i>LOTE</i></li> </ul>	\$88.00 per student
<p><i>Online Subscriptions</i></p> <ul style="list-style-type: none"> <li>• <i>Mathletics</i></li> <li>• <i>Reading Eggs</i></li> </ul>	\$32.00 per student
<i>ICT Devices – provision of devices from the shared classroom sets</i>	\$10.00 per student
<i>Assessments – online standardised testing e.g. Essential Assessments</i>	\$10.00 per student
Total – per student (There is no need to return this page. Please keep for your records only)	\$140.00 per student
OTHER CONTRIBUTIONS	Amount
for non-curriculum items and activities	
<i>Library Resources e.g. Picture Story Books</i>	\$20
<i>School grounds maintenance and improvements</i>	\$20

**Please see overleaf, a list of stationery items that we invite students to bring from home for their individual use.**

## STATIONERY ITEMS

Students are invited to bring the following stationery items, for their individual use.

### PREP

- Pencil case
- Twistable crayons
- Coloured pencils
- 5 x Glue Sticks
- Whiteboard eraser
- 4 x black whiteboard markers
- TCPS Green Bag (available to purchase from the office)

### YEAR 1

- Pencil case
- Calculator desktop (large button)
- Twistable crayons
- Wooden ruler and sharpener
- Coloured pencils
- 1 x purple pen 1 x green pen
- 5 x Glue Sticks
- Whiteboard eraser
- 2 x black whiteboard markers
- TCPS Green Bag (available to purchase from the office)

### YEAR 2

- Pencil case
- Calculator desktop (large button)
- Wooden ruler, sharpener and eraser
- 4 x Glue Sticks
- Whiteboard and whiteboard eraser
- 2 x black whiteboard markers
- 10 x triangular grip 2B pencils
- 1 x purple pen 1 x green pen
- Coloured pencils and coloured textas
- Highlighter
- 1 x Post-it note packets
- TCPS Green Bag (available to purchase from the office)

### YEAR 3

- Pencil case
- Calculator pocket size
- Wooden ruler, sharpener and eraser
- 4 x Glue Sticks
- Whiteboard and whiteboard eraser
- 2 x black whiteboard markers
- 10 x hexagonal Hb pencils
- 1 x purple pen 1 x green pen 1 x red pen
- Coloured pencils & coloured textas
- 2 x highlighters
- 1 x Post-it note packets
- TCPS Green Bag (available to purchase from the office)

#### YEAR 4

- Pencil case
- Calculator pocket size
- Wooden ruler, sharpener and eraser
- 4 x Glue Sticks
- 10 x hexagonal Hb pencils
- 1 x blue pen 1 x purple pen 1 x green pen 1 x red pen
- Coloured pencils & coloured textas
- 2 x highlighters
- 3 x Yellow post- it note packets
- TCPS Green Bag (available to purchase from the office)

#### YEAR 5

- Pencil case
- Calculator pocket size
- Coloured textas & coloured pencils
- 20 x plastic pockets
- Wooden ruler, sharpener and eraser
- 4 x Glue Sticks
- 6 x hexagonal Hb pencils
- 4 x blue pens, 4 x red pens, 2 x green pens, 2 x purple pens
- 3 x Highlighters
- 3 x Yellow post- it note packets
- TCPS Green Bag (available to purchase from the office)

#### YEAR 6

- Pencil case
- Calculator pocket size
- Coloured textas & coloured pencils
- 20 x plastic pockets
- Wooden ruler, sharpener and eraser
- 3 x Glue Sticks
- 4 x hexagonal Hb pencils
- 5 x blue pens, 4 x red pens, 2 x green pens, 2 x purple pens
- 3 x Highlighters
- 3 x Yellow post- it note packets
- TCPS Green Bag (available to purchase from the office)



## THOMAS CHIRNSIDE PRIMARY SCHOOL 2023 PARENT PAYMENT ARRANGEMENTS

### EXTRA-CURRICULAR ITEMS AND ACTIVITIES

Thomas Chirnside Primary School 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.

EXTRA-CURRICULAR ITEMS AND ACTIVITIES	AMOUNT	
<i>Other optional camps or excursions to be scheduled – user pays basis</i>	TBA	

**Total – If using bank deposit, please include your child’s name in the reference field**

**(There is no need to return this page. Please keep for your records only)**

CATEGORY	
Curriculum Contributions	
Other Contributions	
Extra-Curricular Items and Activities	TBA

### PAYMENT METHODS

- COMPASS
  Credit Card (over the phone)
- Bank Deposit (see below)
  Cash

CBA – Thomas Chirnside School Council Account

BSB – 063-541 Account No. – 10038817

## FINANCIAL SUPPORT FOR FAMILIES

Thomas Chirnside 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)
- State Schools’ Relief (SSR)

For confidential discussions about accessing CSEF or SSR, or to discuss payment arrangements with us, please contact the Principal, Mrs Thompson by phone on 97410200 or via our school email [thomas.chirnside.ps@education.vic.gov.au](mailto:thomas.chirnside.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.