



**Principal:** Dr Adrian Waters  
**Assistant Principal:** Brad Venn  
**Business Manager:** Judy Smith  
**Phone:** (03) 52612660

Dear Parents/Guardians,

Bellbrae Primary School is looking forward to another great year of teaching and learning and would like to advise you of Bellbrae Primary Schools voluntary financial contributions for 2023.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary.

Bellbrae Primary School has been able to provide the excellent programs and resources it has, through a combination of Government school funding, parent contributions and fundraising, which has been very limited over the past 2 years. We seek your support as we endeavour with staff and School Council to provide on-going enhancement of equipment and resources to benefit all student learning.

The itemised list over the page includes;

- Curriculum contributions: parents/carers make a contribution to the school for the provision of items and activities that students use or participate in, to access the curriculum.
- Other contributions which parents/carers are invited to donate to the school for specific projects. We are inviting voluntary contributions to support the upkeep & maintenance of our grounds & provision of our student welfare program. We thank you for your support!
- Extra-curricular items & activities are provided on a user pays basis EG: school camps, division athletics.

All booklist supplies will be available for students will be available for students in their classroom on the first day of Term 1, Monday 31<sup>st</sup> January 2023. Contributions can be made by cash, cheque, direct deposit, Bpay, credit card or Eftpos.

Any credits currently on your school account can be used for curriculum contributions or extra-curricular items and activities. Carried forward CSEF funds are only able to be used for camps, sports or excursions, please contact the school office to arrange this.

#### **CAMPS, SPORTS & EXCURSIONS FUND (CSEF)**

Parents/carers who hold a valid means-tested concession card or are a temporary foster parent are able to apply for CSEF, which provides the school with \$125 per student to cover the costs of excursions, camps and sporting activities. If you are eligible, and have not previously claimed this, application forms are available from the school office and on the school website. Funds from CSEF are linked to specific students.

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 you 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.

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

Best wishes and thank you for your continued support of our school.

Adrian Waters,  
Principal



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Category 1 - Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum		Amount
<i>Year 4 classroom consumables, materials &amp; equipment</i>		
<ul style="list-style-type: none"> <li>General classroom stationery items (book pack) – Exercise books, grid books, scrapbooks, pencils, markers, pens, glue sticks, document wallets, sharpener, scissors, ruler, student diary</li> </ul>	\$58.00	\$ 125.00
<ul style="list-style-type: none"> <li>Visual Art – paint, pencils/crayons, canvas, glitter, coloured paper, glue sticks, art folio (\$12.00)</li> </ul>	\$12.00	
<ul style="list-style-type: none"> <li>STEM equipment (\$10.00) – Materials &amp; Equipment</li> </ul>	\$10.00	
<ul style="list-style-type: none"> <li>Sports – equipment (\$10.00)</li> </ul>	\$10.00	
<ul style="list-style-type: none"> <li>Performing Arts / Music – Musical instruments etc (\$10.00)</li> </ul>	\$10.00	
<ul style="list-style-type: none"> <li>Indonesian – Exercise books, cultural immersion supplies</li> </ul>	\$15.00	
<ul style="list-style-type: none"> <li>Library – library books (\$10.00)</li> </ul>	\$10.00	
<i>Year 4 Online Subscriptions</i>		
<ul style="list-style-type: none"> <li>Mathletics (\$15.00)</li> <li>Nessy Spelling (10.00)</li> </ul>		\$ 25.00
<i>Year 4 ICT – Provision of devices from the shared sets (Drones, Osmos etc)</i>		\$ 30.00
<i>Year 4 Printing and photocopying of worksheets and learning materials</i>		\$ 20.00
<i>Year 4 Whole school events</i>		
<ul style="list-style-type: none"> <li>Athletics carnival – entry and transport - TBA at time of the event</li> <li>Swimming carnival – entry and transport - TBA at the time of the event</li> </ul>		\$ TBA
	TOTAL	<b>\$200.00</b>
Category 2 – Other Contributions – for non-curriculum items and activities		Amount
<i>Student wellbeing programs</i>		\$ 50.00
<i>School grounds maintenance and improvements</i>		\$ 50.00
<b>Tax deductible contributions</b>		
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.		\$
<b>Total Amount</b>		<b>\$</b>

*Please note: We source our school items in bulk, free of GST and have them delivered to the school to be able to offer value, consistency and convenience. Parents/Carers may choose to provide or purchase book pack supplies themselves. If you choose to do this, you are asked to consult with the school office to ensure your child has the correct items.*



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### Extra-Curricular Items and Activities

Bellbrae 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
<b>These will be published on Compass and do not need to be paid for until the event -</b>	
<i>Other optional Year 4 excursions to be scheduled</i>	\$ TBA
<i>Optional Year 4 Swimming Program (estimated Cost)</i>	\$100.00
<i>Optional Year 4 camp (Estimated cost)</i>	\$310.00
<b>Total Extra-curricular Items and Activities</b>	

### FINANCIAL SUPPORT FOR FAMILIES

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

- the Camps, Sports and Excursions Fund
- Flexible payment arrangements.

### **IF YOU ARE ELIGIBLE FOR CAMPS, SPORTS & EXCURSIONS FUND (CSEF), \$125 can be put towards Camps and Excursions only.**

Details on first page, application forms available from the office or the school webpage. Please contact the office if you have any queries.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Judy Smith or Belinda Bassi, Ph: 03 52612660 | Email: [bellbrae.ps@education.vic.gov.au](mailto:bellbrae.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.



**Principal:** Dr Adrian Waters  
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**STUDENT NAME:** \_\_\_\_\_

**PAYMENT SLIP**

**TOTAL CONTRIBUTIONS (please enter totals)**

Category	
Curriculum Contributions	\$
Other Contributions	\$
Extra-Curricular Items and Activities as they arise	
<b>TOTAL PAYMENT</b>	<b>\$</b>

**Payment methods**

*Bellbrae Primary School offers parents a range of payment options including cash, cheque, direct deposit, Bpay, card payment over the phone or by completing your card details below.*

- Please find enclosed \$..... (Cash/cheque/credit card details below).
- Direct Deposit to school bank account BSB 633 000, Ac. 132011289 – Surname as Reference (Please return this payment slip to school indicating what your contribution is for)
- Bpay – if you have not previously paid the school by Bpay you will need to contact the School office to get your Bpay reference number. (Please return this payment slip to school indicating what your contribution is for)
- I will be paying in one lump sum by Friday, 25<sup>th</sup> February, 2023.
- I will be paying the contributions by instalments. Please contact the school office to make arrangements. (eg: Fortnightly direct payments etc.)

Signed.....Date.....

NAME ( <i>as on card</i> )																											
CARD NO:							-							-													
SIGNATURE																											
VISA		MASTERCARD											EXPIRY DATE	/													
AMOUNT : \$																											

# 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.