



BLACKBURN LAKE PRIMARY SCHOOL

12 - 14 FLORENCE STREET, BLACKBURN 3130

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PRINCIPAL: David Dowson

November 2023

Dear Parent/Carer,

Blackburn Lake Primary School is looking forward to another great year of teaching and learning. We would like to advise you of the 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.

Each year the school asks our parent community to contribute financially to the school by way of an annual parent payment.

The environment and resources that we enjoy today represent the contributions made by our parent/carer community over many years. Parent/carer voluntary contributions make a significant difference to the quality of our programs. This financial support ensures that we can continue to provide the excellent range of facilities and resources for your children.

Your support in 2023 allowed us to:

- provide high quality programs and supply specific and additional subject materials and equipment for English, Mathematics, Inquiry/Integrated Studies, STEAM, Art, Music, Italian, Library and PE
- maintain and develop the school grounds
- maintain sufficient class sets of books for students to develop their reading skills
- provide hands on maths equipment i.e. measuring materials for teaching
- facilitate Literacy and Mathematics online digital subscriptions
- deliver a range of sporting equipment and facilities
- arrange for individual student supplies and class bulk supplies

Additionally, with continued payment of annual financial contributions, Blackburn Lake Primary School has been able to provide an extensive range of ICT equipment for students to use at no additional cost to families. This includes but is not limited to:

- iPads in Prep
- Desktops and iPads in level 1&2
- 1:1 provision of laptops in level 3&4
- 1:1 provision of Chromebooks in level 5&6
- ICT infrastructure upgrades (new server upgrade recently cost \$22,000)

Many schools require students to supply their own electronic device costing families upwards of \$500 in addition to their annual financial contributions.

To facilitate the continued provision of the above-mentioned resources inclusive of ICT equipment we hope all parents/carers will continue to give special consideration to assisting with voluntary contributions. We look forward to continuing this valuable partnership in 2024 and beyond.

David Dowson
Principal

Scott Gibbins
School Council Treasurer

Duncan Hale
School Council President

The following provides details on the contribution types, important information and a summary of how the contributions amounts were determined.

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

Blackburn Lake Primary School offers a range of resources, events and activities that enhance or broaden the schooling experience of students that are above and beyond what the school is required to deliver. These activities such as incursions, excursions, sport, camp and swimming will be provided on a user-pays basis.

Details of these items and activities will be provided to students and families throughout 2024 via COMPASS and the school newsletter. At this time there are no prices available, but you will be advised of the cost as each activity arises.

Some private providers, such as music instructors and sporting groups, will make payment arrangements directly with the parent concerned.

Payment methods and Dates

Parent contributions towards the suggested payments is essential to maintain the quality of education that we provide at Blackburn Lake Primary School.

From Wednesday 3rd January 2024 payments can be made electronically via Compass. You will be sent an email notification when Compass is available to accept payments.

Alternatively, you can come and pay in person at the school's office via cash, cheque, debit card or credit card during school hours.

Financial Support for Families

Blackburn Lake Primary appreciates that families may sometimes experience financial difficulty in meeting payment requests.

If you have difficulty making payments, please contact our Business Manager Craig Vernon to discuss possible support options and payment plan arrangements.

Phone: 03 9894-2855

Email: craig.vernon@education.vic.gov.au

Information about your financial arrangements will be kept strictly confidential.

Camps, Sports and Excursions Fund (CSEF)

CSEF provides financial assistance for eligible families to help their child/children attend activities like school camps, swimming, school-organised sport programs, outdoor education programs, excursions and incursions.

In 2024 eligible families will be entitled to \$150 per child (Primary school student rate).

To be eligible for CSEF you must hold one of the following Centrelink cards

**Centrelink Health Care Card (HCC), *Pensioner Concession Card (PCC),*

**Veterans Affairs Gold Card *Temporary Foster Parent card*

For concession card holders, CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on 29 January 2024 and/or 15 April 2024

Application forms will be available from the school office from December, or available online.

Forms should be returned to the school office, with a copy of your valid Concession card, once school resumes in the new year. The office can photocopy cards for you.

Even if you had CSEF in previous years, you must reapply each year.

The CSEF program for 2024 closes at the end of term two 2024, but early submission is advisable.

Stationery/Book Pack

All stationery items will be delivered to the classroom teacher at the beginning of the 2024 school year for distribution to students when required.

Educational items for students to own

Items for your child to own outright have been included in the Curriculum Contribution and will be provided to your child by their classroom teacher as required.

Refunds

Full or part refunds of contribution payments may be possible in the event of a student transferring away from our school, or if they are unable to attend an excursion, incursion or camp due to ill health.

All 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 by the school, the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum. Foundation to Year 6	Suggested Amount
Stationery, assessment, printing <ul style="list-style-type: none"> All stationery – workbooks, scrap books, mini whiteboards, clip boards, document wallets, diary, portfolio, display books, writing supplies, plastic pockets, laminating materials, cover paper, assorted cardboards, coloured shaped paper, crayons, glues, tape, hinges, erasers Assessments: Mathematics, Reading, Spelling, Vocabulary, Critical and Creative Thinking, Grammar & Punctuation; Social Emotional Wellbeing Printing and photocopying of worksheets and learning materials 	\$325
Resourcing subject areas <ul style="list-style-type: none"> Art, Health, PE, Italian Music, Integrated Studies: History, Geography, Civic & Citizenship Mathematics and English including book boxes, classroom libraries STEAM: Science, Design Tech, Digital Technologies 	
Online Subscriptions <ul style="list-style-type: none"> Cengage, Sunshine Books, PM readers, Maths 300, Maths Olympiad, Essential Numeracy, Essential Reading, Pearson, SPA , Story Box Library 	
Information & Computer Technology (ICT) Devices – provision of devices	
Other Contributions - for non-curriculum items and activities	Suggested Amount
Compass functionality including payments, events, attendance, news feeds, interview bookings, Chronicle, Canteen modules	\$75
Student wellbeing programs – Respectful Relationships, Buddies, SWPBS, TRRAC	
First aid and hygiene costs	
School Sports Victoria affiliation	
School maintenance and improvements	
Sub Total \$400	

Other Contributions - Tax deductible	Suggested Amount
Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$50
Library fund. A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$30
Sub Total \$80	
Total Suggested Amount \$480	

Extra-Curricular Items and Activities	
Events such as incursions and excursions, camps, sport and swimming will be payable on a user pays basis throughout the year. The cost will be advised via Compass as events are scheduled. Our swimming program will be partly subsidised by the Education Department.	User Pays as events occur

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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- 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.

ONLY COMPLETE THIS PAGE IF PAYING IN PERSON AT THE OFFICE



PARENT PAYMENTS FORM – for 2024

All voluntary contributions can be made by cash, cheque or debit/credit card at the school office.

Parent A: _____ (primary contact)

Parent B: _____

	Surname	First name	2024 Class (if known)
Child 1			
Child 2			
Child 3			

Category	(suggested amount)	\$ per child	No. of children	Sub Total
Curriculum Contributions		\$		\$
Other Contributions	(\$400)			
Other Contribution Tax Deductible (\$50) <i>Building fund</i>		\$		\$
Other Contribution Tax Deductible (\$30) <i>Library fund</i>		\$		\$
			Family Total	\$

Are you applying for CSEF? (Y or N) _____

If yes, we can give you a CSEF form to complete and ask you for a copy of your eligible Centrelink Card.

Payment can be made in full or via two instalments. Tick preference below.

- Option A** - full amount
- Option B** - via 2 instalments

\$ _____ 1st instalment (66% of total) payable now

\$ _____ 2nd instalment (34% of total) payable early Term 2, 2024.
We will send you a reminder when it becomes due.

Stationery/Book Packs

Note, all stationery items will be delivered to the classroom teacher for distribution to students at the beginning of the 2024 school year.