



BLACKBURN LAKE PRIMARY SCHOOL

12 – 14 FLORENCE STREET, BLACKBURN 3130

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Principal: David Dowson 'learning together'

November 2024

Dear Parent/Carer,

Blackburn Lake Primary School is looking forward to another great year of teaching and learning in 2025.

Victorian government schools provide students with free instruction to fulfil the standard Victorian curriculum, however each year the school asks our parent/carer community to consider contributing financially to the school by way of a voluntary annual payment. This additional financial support ensures that we can continue to provide the excellent range of facilities and resources for your children above what the standard curriculum requires.

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. We want to thank you for all your support, whether that's through financial contributions, fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Your support in 2024 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 sufficient class sets of books for students to develop their reading skills
- provide hands on maths equipment
- facilitate Literacy and Mathematics online digital subscriptions
- deliver a range of sporting equipment and facilities
- arrange for individual student supplies and class bulk supplies
- maintain and develop the school grounds

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

We hope all parents/carers will continue to give special consideration to assisting the school and its programs with voluntary contributions. We look forward to continuing this valuable partnership in 2025 and beyond.

The following pages provide details on how the suggested contribution amounts were determined, where these funds are used, and other important information.

David Dowson
Principal

Chris Hurley
School Council Treasurer

Stephanie Rodwell
School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum for Foundation to Year 6. These include but are not limited to:	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, erasers, etc Assessments: Mathematics, Reading, Spelling, Vocabulary, Grammar & Punctuation, Social Emotional Wellbeing, Essential Assessment platform Printing and photocopying of worksheets and learning materials 	\$335
Resourcing subject areas <ul style="list-style-type: none"> Art, Health, PE, Italian Music, Integrated Studies: History, Geography, Civic & Citizenship Mathematics and English, classroom libraries STEAM: Science, Design Tech, Digital Technologies 	
Online Subscriptions <ul style="list-style-type: none"> Sunshine Books, Maths 300, Maths Olympiad, Epic books, Maths Assoc of Vic, Soundwaves spelling & phonics, Inquisitive, Decodable Readers Australia Essential Numeracy, Essential Reading, Pearson, SPA , Story Box Library, Elastik Writing 	
Information & Computer Technology (ICT) Devices <ul style="list-style-type: none"> provision of devices, charging trolleys, Digital Large Screen display upgrades 	
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 \$410	
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 \$490	

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

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 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 are provided on a user-pays basis.

Details of these items and activities will be provided to students and families throughout 2025 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 musical instrument instructors, Chess Club and sporting groups (eg. tennis lessons) 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 Friday 3rd January 2025 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 operating 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 for a discussion about 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 2025 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 2025 and/or 22 April 2025.

If you received CSEF assistance in 2024 whilst attending our school, we can automatically apply for CSEF on your behalf. To receive funding for 2025 you must be eligible as at 29 January 2025.

If you didn't receive any CSEF in 2024 but become eligible as at 29 January 2025, you will need to complete an application form, available from the school office from December, or 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.

The CSEF program for 2025 closes at the end of term two 2025, but early submission is advisable.

School Savings Bonus

The Victorian Government is providing a one-off \$400 School Saving Bonus for every student enrolled at our school in 2025.

This support will help cover the cost of school uniforms, and school activities like camps, excursions and sports in 2025. It cannot be used to pay for Curriculum Contributions.

The School Saving Bonus is in addition to Camps, Sports and Excursions Fund (CSEF) payments.

Further information regarding the School Saving Bonus can be found in our newsletters and Education Department communication sent directly to parents.

Stationery/Book Pack

All stationery items will be delivered to the classroom teacher at the beginning of the 2025 school year for distribution to students as 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 part way through the year.

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

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	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	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 2025

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	(\$410)			
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 will 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, 2025.
We will send you a reminder when it becomes due.