

## 2025 PARENT PAYMENT ARRANGEMENTS

Dear Parents and Carers,

The Roberts McCubbin Primary School Council would like to advise you of the voluntary financial contributions for 2025. Your contributions will help ensure we have the materials, equipment, services, and facilities to implement a range of programs for our students and also fund services not provided by the Government.

In 2024, contributions helped with the following:

- Enhanced programs, classroom resources and experiences in English, Mathematics, Science, Art Music Inquiry, Language, STEAM, Physical Education and Respectful Relationships
- Dedicated First Aid Officer
- Junior school technology upgrades
- Inclusive playground installation
- Rainbow mural
- Internal and external painting.

We understand that the rise in living costs is impacting families however, to ensure our school can maintain and enhance its high-quality teaching and depth of curriculum, learning programs and resources, we request your support by making a financial contribution for 2025. Schools provide students with free instruction to fulfil the standard curriculum requirements, and we assure you that all contributions are voluntary.

**Payment of your 2025 contributions can be made via Compass or at the school office.**

### **Student Pack collection**

Student Packs for families who have paid their 2025 contributions will be available for collection at school on the dates below. Please allow 24 hours for your payment to be processed on Compass before collecting your pack/s.

2025 Foundation Students	Thursday 28 <sup>th</sup> November 2024 between 9.00am - 10.00am
Whole School	Tuesday 26 <sup>th</sup> November 2024 between 3.00pm - 4.00pm
	Wednesday 27 <sup>th</sup> November 2024 between 8.30am - 9.30am
	Monday 9 <sup>th</sup> December 2024 between 3.00pm - 4.00pm
Additional collection day for families who pay or set up a payment plan after 9 <sup>th</sup> December 2024	Tuesday 28 <sup>th</sup> January 2025 between 1.00pm - 2.00pm

To collect your Student Pack/s, please show your Compass or payment receipt at the collection point. Unfortunately, we cannot provide you with a Student Pack without a receipt.

Note that the contents in each Student Pack do not reflect the full provision of materials for the year. The balance of Classroom and Curriculum Materials will be distributed throughout the year.

### **Financial Support for Families**

We understand that some families may experience financial difficulty and offer a range of support options including:

- Camps, Sports & Excursions Fund (CSEF) – available for eligible families who hold a valid Centrelink concession card or temporary foster parent, contact the office for an application form. Parents who currently received CSEF and who remain eligible will automatically have the 2025 application processed by the school.
- State Schools Relief (SSR)

For a confidential discussion about accessing these services or to discuss alternative payment arrangements, please do not hesitate to contact our Business Manager, Melissa Khoury on 9890 2372 or [Melissa.Khoury@education.vic.gov.au](mailto:Melissa.Khoury@education.vic.gov.au)

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

Finally, we would like to take this opportunity to thank parents and carers for supporting our school community through contributions, fundraising and volunteering their time in 2024 and look forward to another productive year in 2025.

Yours sincerely,



Marisa Simanjuntak  
School Council President



Peter Watson  
Principal



**ROBERTS MCCUBBIN PRIMARY SCHOOL**  
**2025 PARENT CONTRIBUTIONS**

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
<b>Classroom Consumables</b> - Student Pack (per student) Including (but not limited to) textas, pencils, pens, Visual Art, Performing Arts, LOTE, Sporting equipment, printing and photocopying of worksheets and learning materials.	\$320
<b>Information Technology</b> - Devices and Infrastructure (per student) Including (but not limited to) classroom iPads for years F-2, classroom laptops for years 3-6, app licences for school-owned devices, printers, photocopiers and associated costs, provisioning of devices and maintenance for the STEAM program; assistive devices for students who require learning adjustments.	\$40
<b>Digital Subscriptions</b> (per student) Including (but not limited to) Essential Assessment - My Numeracy, My Spelling, eBook Subscription, PM Collection Subscription, Dibles Subscription, Showbie Subscription, Class Creator, Japanese Ella App.	\$40
<b>Other Contributions - non-curriculum items and activities</b>	
<b>First Aid Officer and Equipment</b> Includes provision of supplies, e.g. school EpiPens, first aid kits, generic Ventolin and spacers.	\$100
<b>Grounds and Facilities Maintenance</b> To provide regular maintenance of school grounds and meet safety standards, including annual inspections. The Government provides some funding to address urgent works and essential items.	\$80
	<b>\$580</b>
<b>Tax Deductible Contributions - per family</b>	
<b>Library Fund</b> - A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$100
<b>Building Fund</b> - A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$100
	<b>\$200</b>

**Financial Support for Families**

Roberts McCubbin Primary School understands that some families may experience financial difficulty and offers a range of support options, including the Camps, Sports and Excursions Fund for holders of a current Health Care Card. For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact the office on 9890 2372 or [melissa.khoury@education.vic.gov.au](mailto:melissa.khoury@education.vic.gov.au)

**Refunds**

Parent requests for refunds are subject to the discretion of the school and made on 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 Departments Payment policy and Guidance, Roberts McCubbin Primary School's Refund policy and any other relevant information.



**ROBERTS MCCUBBIN PRIMARY SCHOOL  
2025 PARENT CONTRIBUTIONS**

**STUDENT NAME:** ..... **CLASS:** .....

Category	Recommend	Totals
<b>Curriculum Contributions</b>		
Stationery Pack	\$320	\$ .....
Information Technology	\$40	\$ .....
Digital Subscriptions	\$40	\$ .....
<b>Other Contributions</b>		
First Aid Officer & Equipment	\$ 100	\$ .....
Grounds & Facilities Maintenance	\$ 80	\$ .....
<b>Tax Deductible Contributions</b>		
Library Fund	\$ 100	\$ .....
Building Fund	\$ 100	\$ .....
	<b>Total</b>	<b>\$ .....</b>

Please charge my Credit Card \$ .....

Please find attached a cash payment of \$ .....

**CREDIT CARD PAYMENT AUTHORITY**

Visa  Mastercard

Card Number: ...../...../...../.....

Card Expiry Date: ...../...../..... CVV: .....

Card Holder's Name: .....

Cardholder's Signature: ..... Date: .....

OFFICE USE ONLY

Invoice No: .....

Receipt No: .....

Date: .....

Signature: .....

# 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.