

Dear Parent/Carer,

Quarry Hill Primary School is looking forward to another great year of teaching and learning and would like to advise you of Quarry Hill Primary School's voluntary financial contributions for 2024.

Quarry Hill Primary School is proud of the quality of resources and facilities available for our students to use and enjoy. The environment and resources we enjoy today represent the contributions made by our parent/carer community over many years. Parent/Carer's voluntary contributions make a significant difference to the quality of the programs we offer our students and have allowed us to deliver rich opportunities outside of the traditional teaching and learning programs. Our reading and numeracy materials are extensive, and we are constantly adding new materials for teachers to use to support personalised and quality learning. Our specialist programs offer diverse learning opportunities for our students; with your contributions we were able to stage a whole school production in 2022 and 2024 will again, giving the students an opportunity to perform on stage at a theatre.

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 is through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

In 2023 your voluntary contributions have allowed our school to purchase readers and literature for the students, implement a Prep to Grade 2 literacy program called Initialit, purchase library books, math resources and beautify our grounds just to name a few. We thank you all for your contributions to making our school the best it can be for all our students and the community. In 2024 we would like to continue to enhance all our programs, and to add an outdoor learning space adjoining the new toilet block facility. Your contributions continue to allow us to make these modifications to our school.

Attached is information and suggestions on voluntary financial contributions for 2024 for your child. Payment of voluntary contributions can be made:

- in person from Monday January 22<sup>nd</sup>, 2024, between 8.00am – 4.00pm at the school office
- via direct bank transfer to the school account with your surname as reference. School account details are 063 506 10113133. These **payments can be made from 1<sup>st</sup> January 2024 but not before**
- via your Compass application in 2024

The office will be open from Monday January 22<sup>nd</sup>, 2024, for you to collect your stationary box if ordered through Education Plus.

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

If you have any questions, please phone Narelle in the office.

Yours sincerely,

Anne Rochford  
Principal

Andrew Ellis  
School Council President

*Year 2*



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<ul style="list-style-type: none"> <li>Year 2 Classroom consumables, materials &amp; equipment (\$15.00)</li> <li>Quarry Hill School Diary (\$10.00)</li> <li>Spelling Workbook (\$13.00)</li> <li>Art – paint, crayons, canvas, glitter, coloured paper (\$15.00)</li> <li>Mathematics – numeracy equipment (\$10.00)</li> <li>English – readers (\$10.00)</li> <li>Sports – equipment (\$15.00)</li> <li>Assessments - online standardised testing (\$10.00)</li> </ul>	\$98.00
<i>Year 2 ICT Devices – upgrading and maintaining ipods, ipads, coding devices</i>	\$10.00
<i>Year 2 Chinese Incursion</i>	\$10.00
<i>Year 2 Printing and photocopying of worksheets and learning materials</i>	\$20.00
<i>Whole school events</i> <ul style="list-style-type: none"> <li><i>Athletics carnival - entry and transport (\$5.00)</i></li> </ul>	\$5.00
<ul style="list-style-type: none"> <li><i>Bookweek incursion whole school (\$10.00)</i></li> </ul>	\$10.00
<b>Total Curriculum Contributions</b>	<b>\$153.00</b>
Other Contributions - for non-curriculum items and activities	Amount
<i>Student wellbeing programs</i>	\$10.00
<i>First aid equipment</i>	\$ 5.00
<i>School grounds maintenance and improvements</i>	\$50.00
<i>Student and parent communication tool – reporting</i>	\$10.00
<b>Total Other Curriculum Contributions</b>	<b>\$75.00</b>

### Educational items for students to own

A booklist the school recommends you purchase from Education Plus is also attached, which can be purchased either directly with Education Plus or sourced from any other supplier. These items are for your child to individually own and use.

Booklists purchased through Education Plus will need to be paid for directly with them at time of ordering and will be delivered to the school for collection after the 22<sup>nd</sup> of January 2024.

Year 2



### Extra-Curricular Items and Activities

Quarry Hill Primary School offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum. These are provided on a user-pays basis.

Extra-Curricular Items and Activities	Deposit	Amount
<i>Optional Year 2 excursions/inursions to be scheduled during the year and costs advised.</i>		<b>TBA</b>

### Financial Support for Families

Quarry Hill 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)
- The **State Schools Relief Committee** support, applications can be made via the Business Manager to assist with clothing/uniforms.
- Regular Direct Debit from Centrelink paid to the school (**Centrepay**). Parents are able to arrange this through Centrelink. Please see office administration for set-up details.
- **Welfare and support agencies** that have established partnership arrangements with schools to provide further assistance to students and their families.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Narelle Jones

Ph: 03 5443 3537 | Email: [Narelle.Jones@education.vic.gov.au](mailto:Narelle.Jones@education.vic.gov.au)

Year 2



## PARENT/CARER SUMMARY

Student Name ..... Grade 2

Please complete amounts below:-

	Suggested Amount	Amount
Curriculum Contributions	\$153.00	\$
Other Contributions	\$75.00	\$
Extra-Curricular Items and Activities	-	\$ TBA
Total Contributions	\$228.00	\$

Year 2



## Refunds

Quarry Hill Primary School encourages all students to participate in extra-curricular activities including camps and excursions. However, the school must ensure that these activities do not run at a loss and as a result they incur costs to the school.

There will be occasions when for whatever reason(s), a student needs to withdraw from a program, camp and/or excursion after they have made payment to the school for all or part of that activity.

To provide a fair and equitable refund system, any students withdrawing from Camps & Excursions will have the following apply:

1. Where no cost is incurred by the school, a full refund shall be payable (at the principal's discretion) provided that:
  - the student's place is filled by another student.
  - the school deems the student's withdrawal was unavoidable. e.g. due to illness
2. A partial refund shall be payable to the student withdrawing when:
  - the school deems the student's withdrawal was unavoidable but has incurred expenses relating to the withdrawal. In such cases, the refund will be the amount paid by the student, less expenses incurred by the school as a result of the withdrawal.
3. No refund will be payable to the student withdrawing when:
  - The school deems the withdrawal was avoidable and has incurred the full costs of the camp or excursion.

Refunds will only be given when requested in writing within 21 days of the excursion taking place or the commencement of the camp. (Request for Refund Form attached)

Where the school makes the decision to cancel a camp or excursion due to insufficient numbers, the amount paid by the student shall be refunded in full.

Where a camp or excursion has to be rescheduled because of Government warnings, e.g. fire danger parents may request a refund of monies paid by them less any funds retained by the Booking Company for the rescheduled trip.

The Principal will have the capacity to view special circumstances on an individual basis.

For further information on the Department's Parent Payment Policy please see overview attached.

*Year 2*



## REQUEST FOR REFUND

I ..... parent/carer of .....  
in Year\_..... request a refund of \$

(Please attach a Medical Certificate if applicable)

Reason for refund:

Parent Payments  Other

Please specify reason for refund:

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I understand and agree that:

1. A refund may not be made to me or be made in full or in part, having regard to the associated expenses already incurred by the school, and the school's refund guidelines provided to me.
2. The school receipt for the original payment is attached / not attached. (Please circle)
3. My details will be kept confidential and will not be used for any other purpose.
4. My refund may be made by direct

deposit into my bank account. BSB: \_\_\_\_\_

Account name:

Account Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Carer Date

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(School Use Only)

APPROVED Refund Amount: \$\_\_\_\_\_

Processed / / .....



Email: [quarry.hill.ps@education.vic.gov.au](mailto:quarry.hill.ps@education.vic.gov.au)

# 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.

