

Yarra Road Primary School

Parent Payment Policy

Dear parent/guardian,

Yarra Road Primary School is looking forward to another great year of teaching and learning and would like to advise you of Yarra Road Primary School's voluntary financial contributions for 2025. Schools provide students with free instruction to fulfil the standard curriculum requirements 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.

Within our school this support has allowed us a wider offering of subjects and special curriculum experiences such as smaller classes, STEM, Performing Arts, Lote and Visual Arts; enhanced digital learning opportunities with the provision of devices; the upgrade of our toilet facilities and Basketball Court

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

Yours sincerely,

*Ken Darby
School Principal*

*Mark Kennedy
School Council President*

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Classroom consumables, materials & equipment</i> <ul style="list-style-type: none"> • Art – paint, crayons, canvas, glitter, coloured paper (\$xx) • Science – chemicals (\$xx) • Mathematics – numeracy blocks (\$xx) • English – book boxes (\$xx) • Sports – equipment (\$xx) 	\$xx
<i>Online subscriptions</i> <ul style="list-style-type: none"> • [insert product name] (\$xx) • [insert product name] (\$xx) 	\$xx
<i>ICT devices – provision of devices from the shared classroom sets</i>	\$xx
<i>Swimming and water safety program</i>	\$xx
<i>Printing and photocopying of worksheets and learning materials</i>	\$xx
<i>Whole school events</i> <ul style="list-style-type: none"> • Athletics carnival - entry and transport (\$xx) • Swimming carnival – entry and transport (\$xx) • Chinese Cultural day – entry and transport (\$xx) 	\$xx
Total Curriculum Contributions	\$xx
Other Contributions - for non-curriculum items and activities	Amount
<i>School Sports Victoria affiliation</i>	\$xx
<i>Student wellbeing programs</i>	\$xx
<i>First aid equipment</i>	\$xx
<i>School grounds maintenance and improvements</i>	\$xx
Total Other Contributions	\$xx
Tax deductible contributions [delete this section if your school does not have a tax-deductible fund]	
Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure (Suggested - \$xx).	[\$parent to complete]

Educational items for students to own

Attached is a list of items that the school recommends you purchase from [third party provider] for your child to individually own and use.

Extra-Curricular Items and Activities – provided on a user-pays basis

Yarra Road 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.

The cost of extra-curricular items and activities will be advised throughout the year.

Extra-Curricular Items and Activities	Amount
School camp [See requesting parent payments for camps and excursions one-page overview for more information]	\$TBA
Interschool sports program	\$TBA
Excursion to be scheduled (estimated: \$xx)	\$TBA
Total Extra-Curricular Items and Activities	\$xx

Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities

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

Ken Darby Principal or Kate Garside Business Manager

Ph: 03 9723 4182 | Email: Yarra.Road.ps@education.vic.gov.au

[Notes for drafting this table]:

- Delete the tax-deductible row if your school does not have a tax-deductible building or library fund.
- Schools can include amounts in the 'Total' column except when requesting tax-deductible contributions, or variable contributions and payments from parents.

Category	Totals
Curriculum Contributions	\$
Other Contributions <i>(Non-tax deductible)</i>	\$
	\$ <i>[parent to complete]</i>
Extra-Curricular Items and Activities	\$
Total	\$

Payment methods

EFT, Compass, cash

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 Payments 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

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.

PARENT PAYMENTS POLICY

Categorisation of parent payment requests – Primary Schools

The information below is to be used as a reference guide for schools when deciding upon which category a parent payment item should be listed on the [Parent Payment Letter Template](#). The list covers a wide range of potential items and activities that should only be listed by schools when they have a demonstrated need related to their school goals. Further information regarding how schools can request parent payments can be found at www.education.vic.gov.au/pal/parent-payment/policy.

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.

- **General classroom materials and equipment** (e.g. shared classroom stationery, paper, posters/charts, craft items, classroom libraries, readers)
- **Subject specific materials and equipment** (e.g. materials for English, Mathematics, Language, Science, Art, Music, Physical Education)
- **Provision and upkeep of school devices, peripherals and ICT** (e.g. devices owned by the school, class sets, device configuration, maintenance, server/system costs)
- **Photocopying and printing for students** (e.g. printed learning resources)
- **Curriculum activities** (e.g. excursions, incursions, camps, whole-school carnivals, including transport and entry)
- **Digital and online subscriptions for learning**
- **Assessments** (e.g. online standardised testing)
- **Supplementary classes within the school's swimming and water safety program and associated costs** (attended by all students)
- **Student planners / diaries**

Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

- **Sports affiliation costs** (e.g. School Sports Victoria affiliation)
- **Student and parent communication tools**
- **Enhanced student support** (e.g. learning support programs, tutoring, homework clubs)
- **Enhanced wellbeing support** (e.g. wellbeing programs, school counsellors, mental health practitioners)
- **Engaging staff through local payroll** (e.g. groundskeepers, additional wellbeing and learning support staff)
- **School buildings and grounds maintenance and enhancement** (e.g. Building Fund)
- **Library maintenance and enhancement** (e.g. Library Fund)
- **First aid and hygiene costs**

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.

- **Optional items to keep** (e.g. yearbook, school photos, recording of school concert)
- **Optional Extra-Curricular Activities - school based** (e.g. camps, excursions, incursions, guest speakers, sport carnivals and events)
- **Optional Extra-Curricular Activities - outside of school hours** (e.g. social, graduation, award ceremonies)
- **Alternative curriculum programs** (e.g. Montessori, Steiner, Language Immersion)
- **Private instrumental music lessons and instrument hire**
- **Entry into academic competitions**
- **Additional swimming classes and associated costs** (optional and outside the standard swimming and water safety program)

- Schools may also invite parents to supply or purchase educational items to use and own. These items are sold by third party providers and can include **booklist items, stationery, digital devices and peripherals, calculators**. If a student does not provide or purchase their own educational items, the school must ensure the student has free access to what is needed at school to access the school's delivery of the Curriculum