



10 Morningside Blvd  
Cranbourne West VIC 3977  
Phone: 5929 2055  
quarters.ps@education.vic.gov.au

## 2024 Parent Payments

Dear Parent/Guardian,

Quarters Primary School is looking forward to a great year of teaching and learning and would like to advise you of the voluntary financial contributions schedule 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.

Within our school this support will allow us to purchase quality learning materials and equipment across the school, offer a wide range of subjects and special curriculum experiences and enhanced digital learning opportunities.

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

Yours sincerely,

*Liz Davey*  
**Principal**

*Patricia McColley*  
**School Council President**

### Educational items for students to own

Attached is a list of items included in the book packs that the school recommends you purchase from KaKa Kids for your child to individually own and use.

Please follow the instructions on the attachment to purchase the book packs directly from KaKa Kids. All individual packs will be clearly named and delivered to the student’s classroom in Term 1.

The school also recommends you purchase a reader bag through PSW (Uniform supplier)

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

Quarters 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 and will be advised throughout the year, examples of this are camps, excursions, incursions and inter school sport.

## 2024 FINANCIAL CONTRIBUTIONS SCHEDULE

<b>Curriculum Contributions – items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
Classroom consumables, materials, & equipment – these contributions directly support several important curriculum areas and programs that we offer including: <ul style="list-style-type: none"> <li>• Class sets of Mathematics resources</li> <li>• Critical literacy resources (guided reading books &amp; take-home readers, dictionaries etc)</li> <li>• Specialist consumables &amp; resources – Art, Science, Library and PE</li> <li>• Printing and photocopying of worksheets and learning materials</li> </ul>	\$50
Online Subscriptions & Programs (may include) <ul style="list-style-type: none"> <li>• Whushka</li> <li>• Essential Assessments</li> <li>• Purchase of Apps</li> </ul>	\$20
Information and Communications Technology <ul style="list-style-type: none"> <li>• Software and devices needed to sustain and enhance our ICT program.</li> </ul>	\$40
<b>TOTAL AMOUNT CURRICULUM CONTRIBUTIONS</b>	<b>\$110</b>
<b>Other Contributions – for non-curriculum items and activities that relate to the school’s functions and objectives.</b>	<b>Amount</b>
First aid equipment & hygiene - The school provides first aid consumables to treat students and to meet student health needs when at school, on excursion and camp.	\$10
School grounds maintenance – to keep the school looking at its best	\$10
Student and parent communication tools e.g., Sentral (Attendance, Wellbeing, Reports)	\$20
<b>TOTAL AMOUNT – OTHER CONTRIBUTIONS</b>	<b>\$40</b>
<b>TOTAL</b>	<b>\$</b>

## Financial Support for Families

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

- State Schools' Relief provides financial support for eligible families to purchase clothing/uniforms at a reduced rate
- CSEF – The Camps, Sports and Excursions Fund provides payments for eligible students to attend camps, sports, and excursions.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact the office on 5929 2055 or email [quarters.ps@education.vic.gov.au](mailto:quarters.ps@education.vic.gov.au)

## Payment

Parent contributions towards the requested payments allows us to maintain the quality of education that we provide at Quarters Primary School.

Category	Suggested Contribution	Actual Contribution
Voluntary Curriculum Contributions	\$110.00	\$
Other Voluntary Contributions	\$40.00	\$
<b>TOTAL CONTRIBUTION</b>		\$

## Payment methods

- **Curriculum Contributions & Other Contributions**
  - Paid to Quarters Primary School via Sentral Parent App
  - Direct Deposit (Account Name: Quarters Primary School BSB: 033 222 Account Number: 020470)
- **Book Pack**
  - Paid directly to KaKa Kids by following the ordering instructions
    1. Visit: [www.booklistsqps.com](http://www.booklistsqps.com)
    2. Go to: **PURCHASE BOOKLISTS** in menu heading
    3. Enter: **QPS2055** in the Guest Area
    4. Select the pack(s) you **require for the 2024** school year
    5. Enter the **student's name** and then add pack to the cart
    6. Proceed to checkout and complete personal and payment details
    7. An order confirmation will be sent to your email address

## 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, Quarters Primary School Refunds 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.