



3rd November 2023

Dear Parents and Guardians,

Lara Lake Primary School is looking forward to another great year of teaching and learning and would like to advise you of Lara Lake Primary School's parent payment arrangements for 2024.

Schools provide students with free instruction to fulfil the standard curriculum requirements and we want to assure you that all contributions are voluntary.

Lara Lake Primary School Council annually review parent payments requested to ensure they are in line with Department of Education & Training guidelines. Parent Payments are clearly itemised, costed and categorised as:

- **Curriculum Contributions** - support items and activities that help deliver fundamental curriculum or subject learning e.g., stationery, classroom materials and equipment, that are essential to the school in covering shortfalls in funding. In 2024 each student will be provided with stationery materials through the school at the start of the year in their classroom. A detailed list of these items for each year level is located at the end of this document. School Council has made the decision to move away from the individual book packs to:
 - Ensure stationery materials are in the classroom for all students from day one of the school year
 - Ensure all students access to the same materials
 - Reduce wastage
- **Other Contributions** - support the school's operation and function more generally e.g., Parent communication tools, ICT devices, first aid supplies, school grounds and building enhancements.
- **Extra-Curricular Items and Activities** - provide for items and activities over and above what is needed to deliver fundamental curriculum learning. These user-pays contributions enhance the schooling experience for students e.g., Optional camps, excursions, school sports and events.
- **Pay It Forward Fund** – in 2024 Lara Lake Primary School Council is introducing a fund to assist families experiencing financial hardship with the costs of camps, excursions, and uniform. If you would like to contribute to this fund, please add the amount on the attached form or when paying via Compass.

Your financial support enables us to provide a wide range of programs and enhance our resources such as Digital Technologies and our fantastic Music, STEM and Art programs. These contributions allow us to provide resources and activities that are not otherwise provided for through the Department's Student Resource Package.

For further information on the Department's Parent Payments Policy please see the overview attached. With your support, together we can make Lara Lake Primary School the best school it can be.

Regards,

Zane Moylan
Principal

Stephanie Brebner
School Council President

Curriculum Contributions - Items and activities that students use, or participate in, to access the Curriculum.	Amount
Stationery supplies – detailed list for each year level is attached at the end of this document <ul style="list-style-type: none"> • Prep • Years 1 - 2 • Years 3 - 6 	\$70 \$65 \$50
Shared classroom consumables, materials & equipment <ul style="list-style-type: none"> • Art – paint, clay, crayon, charcoal, pastel, canvas, coloured paper and card, glue, wool, material, wood, beading etc. • STEM – ingredients, sphero minis, construction equipment, shared materials • Mathematics – numeracy blocks, measuring equipment, calculators, texts, maths kits • English – class sets, novels, decodable readers • Sports – equipment, ribbons, materials • Music – instruments, books, pens, markers and sheet paper • Library – books and subscriptions 	\$40
Online Subscriptions – 12 month subscription to software provided under license and is available for use by each student both at school and at home <ul style="list-style-type: none"> • Sunshine Online (\$3.00) • Story Box Library (\$2.00) • Essential Assessments (\$7.00) • Decodable Readers (\$3.00) 	\$15
Printing and photocopying of worksheets and learning materials	\$10

Total Curriculum Contributions – Prep	\$135
Total Curriculum Contributions – Years 1 - 2	\$130
Total Curriculum Contributions – Years 3 - 6	\$115

Other Contributions - for non-curriculum items and activities	Amount
Communication - the provision of communication tools including Compass, school website	\$10
First Aid Equipment	\$10
School Grounds - maintenance and improvements	\$20
ICT – iPad Devices	\$30
Total Other Contributions	\$70

Pay It Forward Fund	Amount
In 2024 families can contribute to the Pay It Forward Fund to assist other LLPS families experiencing financial hardship to help with the costs of camps, excursions, activities, and uniforms. Disbursement of these funds will be assessed through leadership and the wellbeing team.	Families to nominate amount

Extra-Curricular Items and Activities

Lara Lake Primary School offers a range of 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. Families will be informed of excursions, camps and other activities via Compass throughout the year.

Extra-Curricular Items and Activities	Amount
Optional excursions/incursions/activities scheduled at each year level <i>Communicated to parents during the school year via Compass</i>	<i>Avg \$80 - \$140 per student</i>
Grades 1 to 4, Additional Swimming Program (Term 4)	TBA <i>Nil cost in 2023</i>
Grade 4 Optional school camp <i>Held at Camp Wilkin in Anglesea VIC, Wednesday 16th to Friday 18th October</i>	<i>Estimated \$315 - \$380</i>
Grade 6 Optional school camp <i>Held at Camp Kangarooobie - Princetown VIC, Monday 25th March to Wednesday 27th March</i>	<i>\$315</i>
Optional Interschool Sports program	TBA
Optional – ‘Kidslinks – Parents Group’ Fundraising Events, such as: <ul style="list-style-type: none"> - Special Lunch Days - Mother’s Day / Father’s Day Gift Stall - Colour Run 	<i>Average cost per event \$8</i>




Financial Support for Families

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

- *Camps, Sports and Excursions Funding (CSEF)*
- *State Schools Relief Fund*
- *Local community supports.*
- *CentrePay payment plan*
- *Payment Plans for Extra-curricular Items and Activities*
- *Second-hand uniform items through our school office*

For a confidential discussion about accessing these services, or if you would like to discuss alternative arrangements, please contact Dianne Slater, Business Manager via Phone: 03 5282 1261 or email: lara.lake.ps@education.vic.gov.au

Payment Methods

Payment Option	Explanation	How to set this up...
 Compass CompassPay	Accessed via web browser or the free app, this enables paperless consent and payment for school-based activities to save parent’s time.	Make payments using a credit card, allows you to have an individual child’s payment record within the app. Individual login access required. App is available for Smartphones from the App Store. Website address for Compass https://laralake-vic.compass.education/login
 BPay	Payment can be made by using your bank account’s online BPay banking function. This can be done as a once off or regularly.	Contact the school office for the Biller Code and your unique family reference number.
 centrelink CentrePay	Centrelink will take payments out of your fortnightly benefit and transfer it to the school.	You can apply for CentrePay deductions online at http://www.humanservices.gov.au/customer/services/centrelink/centrepay .
Cash, Cheque, EFTPOS or Credit Card	Cash, EFTPOS, Credit Card or cheques paid directly to the office.	Payments can be made at our School Office in person or over the phone.
Camps Sports and Excursions Fund (CSEF)	Families holding a valid means-tested concession card or foster parents are eligible to apply for funding of \$125 per student.	Applications can be made at the School Office until June for this yearly fund. Forms are available from the office.

Refunds

Refunds are to be requested in writing to our office or by email sent to: lara.lake.ps@education.vic.gov.au

Extra-Curricular Items and Activities:

Students withdrawing from camps and excursions, optional item activities will not automatically be entitled to a refund.

- Full refund will be payable where NO COST is incurred by the school when:
 - It is viable the school can approve another student to fill the place
 - The Principal deems the student's withdrawal is unavoidable e.g. Illness with a medical certificate presented.
- Partial refund will be payable when:
 - The Principal deems the student's withdrawal is unavoidable. In such case, the refund will be the amount paid, less any expenses incurred by the school because of the withdrawal
- No refund will be payable when:
 - The Principal deems the student's withdrawal was avoidable and/or the school has incurred the full cost of the excursion/incursion, camp, extra-curricular activity, or optional activity.
- Camps:
 - Due to planning and advance payment to confirm bookings, a medical certificate is required for the period of the activity before a refund is considered. The refund will be the amount paid less any expenses incurred by the school because of the withdrawal.

Other Contributions:

Other contributions are refundable when paid in the preceding year and the student does not commence the school year.

PARENT PAYMENTS POLICY



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.