



MACEDON PRIMARY SCHOOL  
PO Box 181 (Smith Street) Macedon, 3440  
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Email: [macedon.ps@education.vic.gov.au](mailto:macedon.ps@education.vic.gov.au)  
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23<sup>rd</sup> November 2023

Dear Parent/Guardian,

Macedon Primary School is looking forward to another great year of teaching and learning and would like to advise you of Macedon Primary School's voluntary financial contributions 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 has allowed us to:

- Offer a wide range of special curriculum experiences for our students across all year levels
- Painting of classrooms, corridors and the administration area
- Upgrade and purchase of additional IT devices
- Refurbishment of school grounds including the upgrades to the Eco Shed, sustainability and fairy gardens at Middle Gully Reserve
- Increase the number of readers in classrooms and library books to support our reading program and new library

Curriculum Contributions are items and services which are essential for your child to learn the standard curriculum. Macedon Primary School purchases these items in bulk so they can be provided to parents at a significant discount, as well as ensuring all students have the same stationery.

Macedon Primary School also continues to welcome your voluntary Other Contributions towards Buildings & Grounds (including Middle Gully Reserve) and/or the Library for 2024, however if this is not possible, we ask that you consider contributing in other ways such as working bees, contacting the School for ad hoc job opportunities or assisting with PFA fundraising. All records of voluntary contributions are kept confidential as well as your decision about whether to contribute or not.

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

**PLEASE NOTE PAYMENT OF 2024 FEES IS NOT DUE UNTIL 2024**

**WE REQUEST YOU DO NOT MAKE PAYMENT UNTIL NEXT YEAR**

Yours sincerely,

Matthew Forrest  
Principal



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<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Classroom consumables, materials &amp; equipment</i> <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper, glue, card, wool, material, wood, beading</li> <li>• Science – ingredients, books, shared classroom materials</li> <li>• Mathematics – numeracy blocks, calculators, text books, stationery, maths kits</li> <li>• English – book boxes, class sets, novels, readers,</li> <li>• Classroom - pens, pencils, textas, glue sticks, writing, graph and scrap books, highlighters, post-it notes, folders, display books, scissors, rulers</li> <li>• Sports – equipment, ribbons, materials</li> <li>• Indonesian</li> <li>• Library – books, subscriptions</li> <li>• Outdoor Education – consumables, plants, materials</li> </ul>	\$189
<i>Online Subscriptions</i> <ul style="list-style-type: none"> <li>• Essential Assessment Literacy &amp; Numeracy</li> <li>• Indonesian Resources &amp; Book Creator</li> <li>• Seesaw</li> </ul>	\$29
<i>Printing and photocopying of worksheets and learning materials</i>	\$12
<b>TOTAL AMOUNT</b>	<b>\$230</b>
<b>Other Contributions</b> - for non-curriculum items and activities	
<i>Buildings &amp; Grounds (including Middle Gully Reserve)</i>	<i>\$50 or \$100 or Other</i>
<i>Library</i>	<i>\$50 or \$100 or Other</i>

### **Extra-Curricular Items and Activities**

Macedon 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 in order to deliver the Curriculum. These are provided on a user-pays basis.

<b>Extra-Curricular Items and Activities</b>	Amount
<i>Optional year level school camp (<u>approx. cost:</u> Yr1/2 \$225, Yr3/4 \$350, Yr5/6 \$450)</i>	TBC
<i>Optional year level excursions &amp; incursions to be scheduled (<u>approx. cost:</u> \$5-\$45 per event)</i>	TBC
<i>Optional Interschool sports, cross country, athletics, swimming, orienteering (<u>approx. cost:</u> \$5-\$20 per event)</i>	TBC



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## Financial Support for Families

Macedon 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) (for relevant concession card holders)
- State Schools' Relief provides financial support for eligible families to purchase clothing/uniforms at a reduced rate
- payment by instalments

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact the Business Manager, Julie Stein-Reeves

Ph: 03 5426 1518 | Email: [Julie.stein-reeves@education.vic.gov.au](mailto:Julie.stein-reeves@education.vic.gov.au)

## **Payment methods**

Parent contributions towards the requested payments is essential to maintain the quality of education that we provide at Macedon Primary School. Payment can be made electronically via Xuno and BPay. Please note you will be forwarded your family's unique BPay Reference with a reminder about Parent Payments early in 2024. Alternatively, cash or EFTPOS payments can be made directly at the office.

## **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 Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information. Consideration of refunds will only occur on written request.

# 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.