

15<sup>th</sup> November, 2022

Dear Parents/Guardians,

Lucas Primary School is looking forward to another great year of teaching and learning and would like to advise you of Lucas Primary School's voluntary financial contributions for 2023.

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 makes a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to organise and coordinate the best possible programs outside of the traditional teaching and learning classroom structure. These financial contributions assist us with the purchasing of extra numeracy & literacy classroom resources, art and physical education equipment, ICT devices (Chromebooks & iPads), and annual art projects.

Please find attached Lucas Primary School's voluntary financial contributions schedule for 2023, which includes an overview of what your contributions will contribute towards. These payments are vital in allowing us to ensure appropriate resourcing of class programs for your child.

In addition, parents will also be required to purchase an individual stationery pack from Champion Education - Ballarat for their child/children.

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

Yours sincerely



Sue Sawyer  
Principal



Marc Oliver  
School Council President

### Educational items for students to own (Stationery Pack)

Lucas Primary School will be using Champion Education again this year. The school requires you to purchase student stationery packs from Champion Educational - Ballarat for your child to individually own and use. Information and instructions on how to order online will be distributed during Term 4 to parents.

### Payment methods

Lucas Primary School offers the below payment options:

- BPay
- Direct Deposit  
Account Name: Lucas Primary School Council Official Account  
BSB: 063502  
Account Number: 11009718  
Reference Number: Parent Code
- EFTPOS

*If families are unsure of their BPay or Parent Code details, please email the office on [lucas.ps@education.vic.gov.au](mailto:lucas.ps@education.vic.gov.au).*

### Financial Support for Families

Lucas 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 eligible students to attend camps and excursions
- State Schools Relief
- 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, please contact our Business Manager, Jenny Plews 03 5338 5000, or email [lucas.ps@education.vic.gov.au](mailto:lucas.ps@education.vic.gov.au)

### 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.



## PARENT FINANCIAL CONTRIBUTION SCHEDULE 2023

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>• Art – paint, crayons, coloured paper etc</li> <li>• Annual Art Project</li> <li>• Science materials</li> <li>• Numeracy resources</li> <li>• Literacy – book boxes</li> <li>• Sports equipment</li> <li>• Printing and photocopying of learning materials</li> </ul>	\$55
Online Subscriptions <ul style="list-style-type: none"> <li>• Seesaw</li> <li>• Compass</li> </ul>	\$15
ICT Devices – provision of devices from the shared classroom sets	\$10
Other Contributions - for non-curriculum items and activities	Amount
School grounds maintenance and improvements	\$20
<b>Total Amount</b>	<b>\$100</b>

### Extra-Curricular Items and Activities

Lucas 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. Details of these items and activities will be provided to students and families throughout the year.

*Parents have the option of paying the total amount at the start of the year or paying for extra-curricular items and activities as they occur.*

Extra-Curricular Items and Activities	Amount
Optional excursions and incursions including swimming. All grades will participate in a 5 day swimming program each year.	\$150
Optional school camp – Grade 5 & 6 (2023) – Grade 3 & 4 (2024)	TBA
Optional Interschool Sports activities - entry and transport	TBA
<b>Total Amount</b>	<b>\$150</b>

### Category

Curriculum Contributions	\$ 80
Other Contributions	\$ 20
Extra-Curricular Items and Activities	\$150
<b>TOTAL:</b>	<b>\$250*</b>

\* Total amount does not include camp and interschool sporting events/activities

# 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.