



2022 Year Five -Parent Payment Policy

08.11.2021

Dear parent/guardian,

Darley Primary School is looking forward to another great year of teaching and learning and would like to advise you of Darley Primary Schools' voluntary financial contributions for 2022.

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:

- upgrade iPads for F-2 classrooms
- provide our school Nurture Program
- Provide high quality programs and specific subject materials and equipment for: English, Mathematics, Science, Art, Music, Inquiry, Language and H.A P.E.
- Maintain and develop the school grounds.
- Maintain sufficient class sets of books for students to develop their reading skills
- Deliver a range of sporting equipment.
- Offer effective First Aid for all students.
- Breakfast Club
- Provide extra Year level programs such as, Investigations, World Travel, Survivor Darley, Electives etc
- Provide breaktime programs such as Lego Masters, Messy Squad, Tinkering

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

Yours sincerely,

Fiona Kerton

Principal

Lisa Petrov

School Council President



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><i>Year Five classroom consumables, materials & equipment</i></p> <ul style="list-style-type: none"> • <i>Art – paint, crayons, canvas, glitter, coloured paper (\$20.00)</i> • <i>Mathematics – cover paper, cardboard, tape, blue tac (\$20.00)</i> • <i>English – cover paper, cardboard, tape, blue tac (\$20.00)</i> • <i>Electives Program-consumables—cardboard, cover paper, kinder squares, masking tape, sticky tape etc (\$30.00)</i> • <i>Integrated Studies-Global Footprints, Colonial Australia, Spinning in Space, Australian’s All -consumables- eg- fine liners, A3 display sheets, match sticks, cartridge paper, masking tape etc (\$40.00)</i> 	\$130.00
<p><i>Year Five Online Subscriptions</i></p> <ul style="list-style-type: none"> • <i>Mathletics \$10.00</i> • <i>Reading Eggs \$10.00</i> 	\$20.00
<i>Year Five Printing and photocopying of worksheets and learning materials</i>	\$10.00
Sub Total	\$160.00
Other Contributions - for non-curriculum items and activities	Amount
Tax deductible contributions <i>[delete this section if your school does not have a tax-deductible fund]</i>	
Building fund. <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. (Suggested Amount)</i>	\$ 20.00
Your family contribution	\$
Total Amount	\$

Educational items for students to own

Attached is a list of items that the school recommends you purchase from Winc for your child to individually own and use.

Darley Primary School invites parents to purchase educational items to use and own through Winc Schools online portal via the link below. <https://www.wincschools.com.au/VIC/Darley/Darley-Primary-School>

Extra-Curricular Items and Activities

Darley 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.



If you would like to purchase an item or activity for your child, please indicate on the table below (ie: Excursions/Incursions) payments will be scheduled prior to the activity during 2022.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
<i>Other optional Year Five camp/excursions to be scheduled in 2022</i>	<i>TBA</i>	
Total Extra-curricular Items and Activities		\$0.00

Financial Support for Families

Darley 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 support available for uniforms/footwear etc.*
- *Local community supports (Wellbeing Officer can provide further information)*

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

Lisa Thacker

Ph: 03 5367 1558 | Email: lisa.thacker@education.vic.gov.au

Total

Category	
Curriculum Contributions	\$160.00
Other Contributions (Suggested Amount)	\$ 20.00
Extra-Curricular Items and Activities (TBA)	\$ 0.00

Payment methods

Compass- Full Payment-We cannot offer a Payment Plan.

Centre Pay, Eftpos

BPay- Details will be provided to all families at the start of term 1 2022. If you have been emailed a statement this year, your details will show on the bottom left-hand corner.

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 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.



2022 Requirements List for Year 5

Please order online at wincschools.com.au

At Winc we want your child to have a strong start to the new school year, which is why we have worked with your school to make Back to School hassle free.

Ordering made simple.

We've made it quick and easy to order your child's new year requirements. Simply visit wincschools.com.au and follow these four steps.

1. Search for your school, Darley Primary School, Darley, VIC and enter your school access key if required.
2. Complete the student's details and select Year 5.
3. Review your requirements list and make changes if required.
Please note: some list items have been denoted by your school as a prerequisite for the subject or year.
4. Proceed to checkout.
Please note: For home deliveries only, if you have more than one student at the same school, please repeat the above steps.

Once completed, an order confirmation will be sent to your email address.

Please note: Any technology items you order may be sent separately.

Deadlines and delivery information.

Home delivery:

Delivery Fees:

Free Delivery: for orders placed on or before 1st December 2021;
\$12.95 delivery: for orders placed after 1st December 2021.

Orders Placed:

On or before 31st December 2021 will be delivered before the start of Term 1 2022.
Please Note: For orders placed after 31st December 2021, we cannot guarantee delivery prior to Term 1.

Australia Post

Orders are delivered via Australia Post's eParcel service. As soon as your order is dispatched an email will be sent to let you know the Australia Post tracking ID Number. Your order can be tracked at auspost.com.au.

Note: PO Box addresses are not accepted by Australia Post.

Payment methods accepted



Have a question?

For assistance with your order, returns and refunds and delivery information, or for a general enquiry, please visit wincschools.com.au/helpcentre

To view our full terms and conditions, please visit wincschools.com.au/termsandconditions.

Please order online at wincschools.com.au

winc.



2022 Requirements List for Year 5

CODE	DESCRIPTION	QTY	PRICE	TOTAL
Complusory List				
Recommended Items				
10008059	Faber-Castell Triangular Coloured Pencils Pack 12	1		
86515086	Bostik Glu Stik 35g	4		
25095990	Staedtler Natural Hb Pencil Each	10		
25067182	Faber Castell Textliner Ice Highlighter Assorted Wallet 4	1		
27633000	Winc Eraser PVC-Free Standard Office Each	4		
25093506	Winc Exercise Book A4 10mm Grid 56gsm 48 Pages	4		
25097864	Winc Display Book Non-Refillable A4 20 Pocket - Red	1		
10005235	Maped Shaker Sharpener 2 Hole Red Each	1		
25091252	Micador Review Plastic Ruler 30cm Ice Blue	1		
25090955	Winc Premium Exercise Book A4 8mm Ruled 70gsm Red Margin 64 Pages	2		
18960578	PaperMate Inkjoy Capped Ballpoint Pen Medium 1.0mm Red Each	4		
18972581	BTS Winc Self-Stick Notes 76 X 76 Yellow Each	2		
03306900	Winc Spiral Notepad Shorthand No.332 Top Opening 100 Page	2		
18960577	PaperMate Inkjoy Capped Ballpoint Pen Medium 1.0mm Blue Each	6		
18894990	Westcott Student Antimicrobial Scissors 178mm Assorted Colours	1		
25097548	Winc Tartan Pencil Case 1 Zip Pouch 340x170mm	1		
25093083	Winc Display Book Non-Refillable Insert Cover A4 40 Pocket - Black	1		
25090934	Officemax Megaspacer Scrapbook 335x245mm 100gsm White 64 Page	1		
86684158	Micador Safety Coloured Markers Assorted Pack 12	1		
86540844	Spirax Spiral P595A Notebook Side Opening Polypropylene Cover A4 240 Page Black	3		
25093464	Winc Premium Exercise Book A4 8mm Ruled Red Margin 70gsm 96 Pages	2		
25092959	Victory A4 Reinforced Loose Leaf Paper 8mm Ruled Pack Of 50	1		
25073622	Cumberland 2022 Student Diary Spiral A5 Week to View	1		
				Total: \$67.28



Parent Payments Policy – 2022

Information for Families

Darley Primary School is looking forward to another great year of teaching and learning and would like to advise you of Darley Primary Schools' voluntary contributions for 2022.

With all the new changes to the Parent Payment Policy for 2022, we will send out paper copies of curriculum contribution details, along with stationery lists for each year level, and instructions on how to order from the Winc online portal.

PLEASE NOTE: Curriculum contribution payments can be made from February 2022. New coding comes into effect in 2022 so we cannot accept any payments until then.

All details will also be posted to our website and on Compass in case you misplace your paper copies.

As all Parent contributions are voluntary, we cannot set up a payment plan on Compass as we have in previous years. We will however place the details on Compass under Course Confirmation and Payments, as a payment option for you.

You can also pay using Bpay, Centrelink or EFTPOS at the school.

Bpay details will be provided to all families at the start of Term 1 2022. Families can choose to set up their own payment plan using Bpay.

Another change for 2022 is that we cannot invoice you for any Curriculum contribution payments in advance, we can only receipt funds when they are received. It will be very important that you keep all receipts for payments to refer back to as we won't be sending out family statements.

Please find attached:

1. Year Level Parent Payment Policy-Curriculum contribution details.
2. Year Level Stationery List- A list of items Darley Primary School recommends and invites you to purchase from Winc online portal (instructions attached).

Delivery Fees:

Free delivery for orders placed on or before 1st December 2021.

\$12.95 delivery: for orders placed after 1st December 2021.

Orders Placed:

On or before 31st December 2021 will be delivered before the start of Term 1 2022.

Please note for orders placed after 31st December 2021, we cannot guarantee delivery prior to the start of Term1.

Orders can be delivered to your home or work address, NOT to PO boxes or the school.

If you do purchase a stationery pack for your child/children please bring the pack in its entirety to school on the first day back, which is Monday 31st January 2022.

The Department of Education and Training has made changes to the Parent Payments Policy for 2022, and these changes are outlined below.

General statement

- The Department of Education and Training has sought to clarify the Parent Payments Policy for 2022 to remove any ambiguity relating to parents' financial contributions to schools.
- Changes to how schools request contributions have been made accordingly.

Why are parent payment arrangements different now?

- The Department of Education and Training reviewed parent contribution practices across a significant number of schools last year and found some inconsistency in the way contributions were being requested and managed.
- In recognition of this, the Department has now made changes to how schools seek contributions to align practices across the system and ensure consistency. The intent is to ensure parents and schools use common terminology and have a shared understanding around parent payment arrangements.

What is specifically different?

Parent Payment Categories

- The categories under which contributions will be requested have been changed to align with the purpose of the payment:
 - **Curriculum Contributions** (previously known as Essential Student Learning Items) support items and activities that help deliver fundamental curriculum or subject learning e.g. General classroom materials and equipment
 - **Other Contributions** (previously known as Voluntary Contributions) support the school's operation and function more generally e.g. Parent communication tools and school building enhancements
 - Payments for **Extra-Curricular Items and Activities** (previously known as Optional Items) 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 and events

A new template for communicating arrangements

A new template is being used by all schools to communicate parent payment arrangements. The template includes the new category names to clearly define the purpose of parent payment requests and includes a one-page overview of the policy.

New payment procedures

- Internal invoicing and receipt practices have also changed in relation to the way contributions are processed. Schools will no longer send out invoices and statements for **Curriculum** and **Other** Contributions.
- Parents simply view contribution requests at the beginning of the year, then make their contributions using the payment methods provided. Parents may wish to use Bpay, Centre Pay or Compass to manage the payment process.

- Receipts must be issued to families for the contributions that they make directly to the school office. Relevant receipts will be issued for tax deductible donations in compliance with ATO regulations.
- Invoices and statements may be received by parents for **Extra-Curricular Items and Activities**. These are often confirmed throughout the year for camps, excursions, special events and other activities or items.

Communicating the voluntary nature and importance of contributions

- **Curriculum** and **Other** contributions are voluntary.
- We continue to value your contributions in supporting our school's programs and resources.
- Your contributions continue to assist us to broaden the educational experience for our students. It has allowed us to provide iPad upgrades and the Nurture Program.
- Without your contributions, many of these things may not be possible.
- If you are unable or choose not to make financial contributions, your child will not be disadvantaged or denied access to the resources required to deliver the curriculum. We will always provide students with free instruction to fulfil the standard Victorian curriculum.
- For **Extra-Curricular Items and Activities**, it is up to you whether you wish for your child to have the item/participate in the activity.
- These are optional and provided on a user-pays basis, and so the school will require a parent payment to provide them to individual students.
- For some educational items (e.g., devices, stationery, textbooks), it makes sense for parents to purchase them from a third-party provider, so students can take personal ownership for use at school and/or at home. The school considers the necessity of these items, the cost and preferred suppliers. The school has pre-negotiated discount prices for stationery packs through an online portal with WINC, our preferred stationery supplier. Details of how to order are attached to this letter.
- Our school only requests contributions for items that we believe add value to the school experience for students.
- The contributions go specifically towards items and activities that help improve your child's educational experience.

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. This has made a huge difference to our school and the programs we can offer.

The environment and resources that we enjoy today represent the contributions made by our parent/carer community over many years. Parent/Carers voluntary contributions make significant difference to the quality of our programs. This financial support ensures that we can continue to provide the excellent range of facilities and resources for your children. Your support in 2021 allowed us to:

- Provide high quality programs and specific subject materials and equipment for: English, Mathematics, Science, Art, Music, Inquiry, Language and H.A P.E.
- Maintain and develop the school grounds.
- Ensure the upkeep of our computer devices to enhance learning opportunities.
- Maintain sufficient class sets of books for students to develop their reading skills
- Provide hands on maths equipment i.e.: measuring materials for teaching purposes.
- Facilitate Reading Eggs, Math seeds and Mathletics online digital subscriptions.
- Deliver a range of sporting equipment.
- Arrange for individual student supplies and class bulk supplies.
- Offer effective First Aid for all students.

Kind Regards

Darley Primary School