



Dear parent/guardian,

Karingal Heights Primary School is looking forward to another great year of teaching and learning and would like to advise you of Karingal Heights Primary School's voluntary financial contributions for 2025.

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.

In 2025, the school will use Equity Funding received by the Government to support all families within the school by covering the cost of the Essential Student Learning Items. Therefore, there will be no charge to students for the Student Booklist. For further information on the Department's Parent Payments Policy please see a one-page overview at the end of this document.

Yours sincerely,

Jeremy Bodley  
Principal

Date

6/11/2024

Stacey Taylor  
School Council President

Date

6/11/2024

(School Council Approved)



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Year Prep – fully subsidised by the school	\$110
Year 1 – fully subsidised by the school	\$110
Year 2 – fully subsidised by the school	\$110
Year 3 – fully subsidised by the school	\$110
Year 4 – fully subsidised by the school	\$110
Year 5 – fully subsidised by the school	\$110
Year 6 – fully subsidised by the school	\$110
Other Contributions - for non-curriculum items and activities	Amount
Total Amount	\$0

**Educational items for students to own**

There are no items we recommend you purchase for your child to individually own and use.



**Extra-Curricular Items and Activities – provided on a user-pays basis**

Karingal Heights 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 usually provided on a user-pays basis.

In 2025, the school will use Equity Funding received by the Government to support all families within the school by covering many the costs of the Extra-Curricular Items and Activities.

The cost of extra-curricular items and activities will be advertised throughout the year.

**Foreseeable Extra-Curricular Items and Activities**

Extra-Curricular Items and Activities	Amount	Purchase (Please Tick)
Optional Year 4/5/6 school camp (approx.)	Approx \$350.00 - \$400	
Lightning premiership, athletics and other sporting events	Price varies per event	
Graduation activities and gifts	Approx. \$50	
Excursions that promote a schooling experience	Price varies per event	
<b>Total Extra-curricular Items and Activities</b>		<b>Approx. \$500</b>

**Financial Support for Families**

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

- Eligible families are able to apply for the Camps, Sports and Excursions Fund (CSEF) that can be used to cover payments for Camps, Excursions and Incursions.
- State Schools Relief may cover the cost of new school uniforms, shoes, books and more for disadvantaged students. State Schools’ Relief only responds to requests from school principals, assistant principals, welfare coordinators or delegate.

Parents or Carers who are struggling need to make an appointment with the Student Wellbeing co-ordinator or Principal to discuss this.

For a confidential discussion about accessing these services contact:

Jeremy Bodley – Principal, 03 9789 3288

Victoria Freeman – Student Wellbeing. 03 9789 3288

or if you would like to discuss alternative payment arrangements, contact:

Pauline Horton (Business Manager) – 03 9789 3288



### Total

Category	
Curriculum Contributions	\$0
Other Contributions	\$0
Extra-Curricular Items and Activities: (Year 4/5/6 only) To be paid prior to the camp commencing in Term 4, 2024	\$350 - \$400
Excursions and items that broaden the schooling experience. Throughout 2025.	\$100

### Payment methods

Payments can be made to the school by cash, EFTPOS or eligible families can access their CSEF funds for certain items. Parents that would like to pay by instalments can contact Pauline Horton (Business Manager) to arrange for a payment plan to be put into place.

### Refunds

Karingal Heights Primary School will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. Generally, the school will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school.

# 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.

