

Dear parent/guardian,

Ballam Park Primary School is looking forward to another great year of teaching and learning and would like to advise you of the voluntary financial contributions for 2025.

Schools provide students with free instruction to fulfil the standard curriculum requirements, and we want to assure you that all contributions are voluntary. We would like to remind you that each student has access to a one-time \$400.00 fund, which can be used to help cover costs associated with camps, excursions, and uniforms. This support is aimed at reducing some of the financial burden that these activities may present.

Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. Whether through fundraising efforts or volunteering your time, your contributions have made a huge difference to our school, allowing us to enhance our programs and improve the learning environment. Your support has enabled us to organise the best possible classroom structures and even upgrade some of our outdoor learning areas.

Financial contributions have been vital in allowing us to purchase art supplies, music items, physical education equipment, and library resources. They also provide valuable digital learning opportunities and help us focus on key areas like literacy and numeracy every day.

While the \$400 fund helps with camps, excursions, and uniforms, any additional amount you can find to support the purchase of curriculum materials would be extremely helpful. Your generosity ensures that we can continue providing exceptional educational resources for all our students.

We truly appreciate your continued support and look forward to working together for another successful year.

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

Yours sincerely,

Peita Cooper  
Principal (Acting)

Michaela Keating  
School Council President

	Amount
Classroom Stationery Items consisting of pens/pencils, glue sticks, various writing books, graph and scrap books, highlighters, post-its, folders, display books, scissors, rulers, headphones, library bag.	\$90.00
Online subscriptions including Nessy, Smart Spelling, IXL, Maths resources	\$20.00
Printing and photocopying of worksheets and learning materials	\$5.00
Whole school events <ul style="list-style-type: none"> <li>• Athletics carnival</li> <li>• Cross Country</li> </ul>	\$15.00
<ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper, glue, materials</li> <li>• Performing Arts – instruments, books, markers</li> <li>• STEM – equipment &amp; shared materials</li> <li>• LOTE – books &amp; shared materials</li> <li>• Sport – equipment, ribbons, materials</li> <li>• Library – books &amp; subscriptions</li> </ul>	\$50.00
<b>Total Curriculum Contributions</b>	<b>\$180.00</b>

<b>Other Contributions - for non-curriculum items and activities</b>	Amount
School Sports Victoria affiliation	\$5.00
Student wellbeing programs	\$5.00
First aid equipment	\$5.00
School grounds maintenance and improvements	\$5.00
<b>Total Other Contributions</b>	<b>\$20.00</b>

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

Ballam Park Primary School offers a range of optional 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.

The cost of extra-curricular items and activities will be advised throughout the year but will include events such as school camps, incursions, excursions and sports programs.

### Financial Support for Families

Ballam Park 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 (SSR)
- 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, contact our Business Manager, Sharryn Don.

Ph: 03 9789 5614 | Email: [ballam.park.ps@education.vic.gov.au](mailto:ballam.park.ps@education.vic.gov.au)

Category	Totals
Curriculum Contributions	\$180.00
Other Contributions ( <i>Non-tax deductible</i> )	\$20.00
Extra-Curricular Items and Activities	\$ TBA

### Payment methods

- Paying via Compass including instalments
- Payment plans for Extra-Curricular Items and Activities
- Paying via Centrepay – Centrelink
- the Camps, Sports, and Excursions Fund – for those with current Health Care Cards (application forms available at the office)
- Payment accepted at the office via eftpos or cash

### 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 Payments 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 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.