



29th October 2021

Dear Parent/Guardian,

Richmond Primary School is looking forward to another great year of teaching and learning and would like to advise you of the voluntary financial contributions schedule 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 organise and coordinate the best possible programs outside of the standard curriculum and learning structure. Your financial contributions assist us with the purchasing of art, music, physical education equipment and resources, which in turn, supports them to be exemplary programs coinciding with our elite classroom teaching of the established subjects such as Reading, Writing and Mathematics. All of these programs running alongside the traditional classroom teaching and learning programs are imperative so as to provide an effectively balanced and rigorous overall education for your child.

Department of Education guidelines now mandate that schools are unable to provide parents with a statement of fees. With this in mind, parents are asked to please review the recommended voluntary financial contributions schedule and make payment on or before Friday 25th March 2022.

ORDERING STUDENT BOOK PACKS

Book packs are supplied direct from KAKA Kids School Supplies; order and make payment of your child's book pack at www.booklistsrps.com by Friday 10th December 2021.

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

Yours sincerely,

Megan Dell
Principal

Felicity Kaaks
School Council President



RICHMOND PRIMARY SCHOOL 2022 FINANCIAL CONTRIBUTIONS

Curriculum Contributions	Amount
Items and activities that students use, or participate in, to access the Curriculum	
Classroom consumables, materials & equipment <ul style="list-style-type: none"> • Art consumables – paint, paper, crayons, glitter, craft materials • Classroom consumables – materials and equipment inc. printing and photocopying, poster paper • English – classroom books and resource materials • Health & PE – sport equipment and resource materials • Inquiry & Science – investigation materials and science equipment • Library – shared classroom resources • Mathematics – materials and maths equipment • Performing Arts – resource materials and music equipment 	\$230
ICT & Online Subscriptions <ul style="list-style-type: none"> • Provision of shared devices • Essential Assessment & Mathletics • Seesaw, Soundwaves, Story Box and Sunshine Media 	\$60
Whole school events, including but not limited to; <ul style="list-style-type: none"> • Book Week • Christmas Craft • Harmony Day • LOTE Festival Food Materials • RPS Athletics Carnival 	\$35
Total Curriculum Contributions	\$325
Extra-Curricular Activities - for non-curriculum activities user-pays basis	Amount
<ul style="list-style-type: none"> • Excursions and Incursions throughout the year for all year levels 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 	\$155
Total Curriculum & Extra-Curricular Contributions	\$480
Other Contributions - for non-curriculum items and activities	Amount
<i>We thank you in advance for your support with the below voluntary contributions.</i>	
Building Fund Contribution – TAX DEDUCTIBLE Your contribution will enable RPS to achieve the goal of upgrading our school environment, in order to enhance educational outcomes. Donations are at the family's discretion. ALL CONTRIBUTIONS ARE FULLY TAX DEDUCTIBLE	\$100 Or specify an amount \$ _____
First Aid Contribution – PER STUDENT The purchase of first aid materials and supplies. These include, but not limited to: school EpiPens, school asthma medication and equipment, first aid kits for camps and excursions, first aid training for all staff.	\$50
Fundraising Contribution – PER FAMILY Partially funds enhanced programs and equipment provided by RPS not funded by the government. Fundraising events will be limited to 4 major events per year.	\$100
Grounds & Maintenance Contribution – PER FAMILY This contribution supports the grounds maintenance, equipment and materials to ensure safety standards are maintained. This includes larger scale works that cannot be completed at working bees.	\$110
Other Contributions Total	\$360
Total Amount	\$840
Education items for students to own - Student Book Pack	
Student Booklist are purchased through KAKA Kids School Supplies www.booklistsrps.com – order online by Friday 10 th December 2021	<i>Dollar amount varies for each level</i>

Educational items for students to own

Go to www.booklistsrps.com to access the list of items Richmond Primary School recommends you purchase from KAKA Kids School Supplies for your child to individually own and use. Book packs will be delivered to the classroom and available on the first day of Term 1 2022. **Order online by Friday 10th December 2021.**

Extra-Curricular Items and Activities

Richmond 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. Extra-Curricular items and activities are provided on a user-pays basis and throughout the year may include optional academic competitions, optional excursions, Grade 5/6 Sexual Education Program, school yearbook, graduation, recording of school concert. Further details of these items and activities will be provided to students and families throughout the year.

Extra-Curricular Items and Activities USER PAY BASIS	Amount
<i>Optional School magazine/ yearbook</i>	\$ TBA
<i>Optional School photos</i>	\$ TBA
<i>Optional school camp for years 3 - 6</i>	\$ TBA
<i>Optional interschool sports, gala day, cross country, RDSSA; division, regional & district athletics</i>	\$ TBA
<i>Other optional incursions and excursions to be scheduled</i>	\$ TBA
<i>Optional Grade 6 Graduation, Grade 6 Uniform</i>	\$ TBA

Financial Support for Families

Richmond Primary School understands some families may experience financial difficulty and offer a range of support options, including;

- Camps, Sports and Excursions Fund (CSEF) to eligible Health Care Card Holders
- Centrepay available for parents/guardians who receive Centrelink benefits and can be used for any school expenses, including camps, swimming etc.
- State Schools' Relief provides financial support for eligible families to purchase clothing/uniforms at a reduced rate
- Flexible payment arrangements

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

Joanna Davidson
Business Manager
Ph: (03) 9428 1909
Email: Joanna.Davidson2@education.vic.gov.au

If you are eligible for CSEF (Camps, Sports and Excursion Funding), School Council have endorsed that this funding can be used towards Sports Costs, Excursions/Incursions, Camps and Swimming. To be eligible you must have a valid Health Care Card or Pension Card and must complete a CSEF form at the office and provide a copy of your card.

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.



RICHMOND PRIMARY SCHOOL – 2022 PARENT CONTRIBUTION SLIP

Please complete and return to the office for receipting

Student's name:		2022 Year level
Curriculum Contributions – <i>per student</i>	\$ 325 x _____ =	\$
Extra-Curricular Activities – <i>per student</i>	\$ 155 x _____ =	\$
Other Contributions		
<i>Building Fund – Fully Tax Deductible</i>		\$
<i>First Aid – per student</i>	\$ 50 x _____ =	\$
<i>Grounds & Maintenance – per family</i>		\$ 110
<i>Fundraising – per family</i>		\$ 100
	TOTAL	\$

Payment methods

Option 1

Annual Payment

Total contributions requested to be paid on or before Friday 25 March 2022

Option 2

Instalment Payments

Total contributions requested paid in instalments. Suggested instalment payments dates:
Friday 28 Jan, Friday 25 Feb and Friday 25 March 2022

Payments can be made by either:



BPAY

(Preferred option)

The school's Biller Code and your unique family reference number can be found attached. This information can be saved to your BPAY address book for future payments.

COMPASS PAY

Access the Compass Parent Portal and follow the link course confirmation payment, select the options that best suits you; annual payment or instalments

CHEQUE/CASH

Please make cheques out to Richmond Primary School and send to the office.
Cash payments must be made at the office

CREDIT CARD

Please fill in the attached authorisation or come to the office to process the payment

NAME (as on card)																			
CARD NO:					-					-					-				
SIGNATURE																			
\$ _____	VISA	<input type="checkbox"/>	MASTERCARD	<input type="checkbox"/>	EXPIRY	____ Month ____ Year													

Please indicate your preferred method of payment:

Option 1 – Annual Payment

(payment in full)

via Compass

via office (cash, chq, credit card complete above)

via BPAY

Option 2 – Three Equal Instalments

(payment in 3 equal instalments)

via Compass

via office (complete credit card slip above)

via BPAY

All payments will be allocated to outstanding Extra-Curricular (OPTIONAL) Items and Activities in the first instance. If there are no outstanding Extra-Curricular (OPTIONAL) Items and Activities charges on your family account, payments will be allocated towards Family Curriculum Contributions, as per the schedule above. If you wish for payments to be allocated differently to this process, please contact the School Office on (03) 9428 1909 **PRIOR** to making the payment.

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	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	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.