



Dear Parent/Carer,

We are looking forward to an exciting year of teaching and learning and would like to advise you of Bell 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 your financial support. This has made a huge difference to our school budget and the programs we can offer. Within our school your financial contributions have allowed us to offer delivery of quality and well-resourced classroom learning programs, well-resourced specialist programs, enhance digital learning resources and extra- curricular experiences.

Additional contributions/donations have contributed to the expansion of our library collection (library fund), continuous upgrades to the buildings (building fund) and continued maintenance of our school's ample grounds including upkeep of the south oval (grounds donation).

Department of Education guidelines now instruct that schools are unable to provide parents with a statement of fees. With this in mind, parents are asked to please review the voluntary financial contributions schedule below for an indication of recommended contributions for us to provide quality programs with adequate resourcing.

The parent payments form will be accessible via Compass from 29/01/25 that will include the various contribution categories applicable to you (A, B, C, D) paid directly to the school.

Category E is a range of extra-curricular items and activities that enhance or broaden the schooling experience of students eg. Camps/Excursions. These are offered on a user-pays basis throughout the year.

Category F is a list of the items that the school recommend you purchase from Kookaburra or you provide similar/same items yourself for your child to individually own and use throughout the year.

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

Yours sincerely,

Emma Heywood  
Acting Principal

Charles Beaton  
School Council

A - Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount per student
<p><i>Classroom consumables, materials &amp; equipment</i></p> <ul style="list-style-type: none"> <li>• Consumables for Literacy/Numeracy/Inquiry/STEAM e.g. Printing &amp; photocopying of learning materials, paper, coloured card, tape, colour squares, experiment materials, etc.</li> <li>• Classroom Literacy Resources- Guided Reading texts, Book Club texts and take-home reading books</li> <li>• Hands on Maths Resources e.g. counters, dice, cards, clocks, measuring equipment etc. Provision of devices from the shared classroom sets - Digital Technology &amp; STEAM resources (eg. Provision/upkeep of devices, coding technologies and ICT Peripherals)</li> </ul>	\$90
<p><i>Specialist consumables, materials &amp; equipment</i></p> <p><b>Art:</b> Scissors, paintbrushes, clay tools, craft materials, paints, oils pastels etc.</p> <p><b>Italian:</b> Bilingual books, games, craft materials, cooking, etc.</p> <p><b>Music:</b> Instruments and repairs, workbook, paper, card etc.</p> <p><b>PE/Sports:</b> Equipment e.g. Balls, bats, bibs, etc.</p>	\$40
<p><i>Year 1 Online Subscriptions</i></p> <ul style="list-style-type: none"> <li>• Wushka Levelled Library (on-line reading resource)</li> <li>• Essential Assessment</li> <li>• SPA</li> </ul>	\$25
<p>Year 1 Swimming program (partially funded by DET grant)</p>	<i>Contribution sought closer to year level swimming program.</i>
B - Other Contributions - for non-curriculum items and activities	Amount per student
<p><i>Student and Parent Communication tools</i></p> <ul style="list-style-type: none"> <li>• <i>Compass and Qkr!</i></li> </ul>	\$22
<p><i>Student Wellbeing programs, resources and equipment including Berry Street, Respectful Relationships, School Wide Positive Behaviour support, Health and Human Development.</i></p>	\$10
<p><i>First aid and hygiene materials e.g. ice packs, band aids, bandages, saline, etc.</i></p>	\$5
C - Tax deductible contributions	
<p><b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</p>	Amount nominated by payee
<p><b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.</p>	Amount nominated by payee
D - Non-tax deductible donations	
<p><i>School grounds maintenance and improvements</i></p>	Amount nominated by payee

E - Extra-Curricular Items and Activities	Estimated Amount
Bell Primary School offers a range of items and activities that enhance or broaden the schooling experience and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis throughout the year.	
Incursions/excursions to be scheduled throughout the year and paid for closer to the event	\$150
School Photos	Determined by provider
Private Instrumental Music – Keyboard, piano, guitar, violin	Determined by provider
Private Activities – Kelly Sports, French Club, FunKey Music	Determined by provider

### Financial Support for Families

Bell 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)
- Parent Payment Instalments

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Luisa Paglia | Business Manager or Joanne Taylor | Administration – Finance | Ph: 03 9480 5622  
Email: [Luisa.Paglia@education.vic.gov.au](mailto:Luisa.Paglia@education.vic.gov.au) | [Joanne.Taylor4@education.vic.gov.au](mailto:Joanne.Taylor4@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.

### F - Educational items for students to own

A separate Stationary List was sent to families with instructions on how to order these items through our preferred supplier Kookaburra. [www.kookaburra.com.au/login](http://www.kookaburra.com.au/login)

# 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.