

# Craigieburn Primary School

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<i>Principal:</i>	<i>Bernadette Pizaro</i>
<i>Assistant Principal:</i>	<i>Israel Carroll</i>
<i>Acting Assistant Principal:</i>	<i>Lauren Allen</i>
<i>Business Manager:</i>	<i>Renée Ruuska</i>

Dear parent/guardian,

Craigieburn Primary School is looking forward to another great year of teaching and learning and would like to advise you of Craigieburn Primary School's voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard curriculum requirements 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 is 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:

- A wider offering of subjects and special curriculum experiences such as *Moving into Teens Program*.
- Enhanced digital learning opportunities.
- The upkeep of the school grounds such as resurfacing the basketball courts.


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

Yours sincerely,

Bernadette Pizaro  
Principal

Amanda Mizzi  
School Council President

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
<b>Classroom consumables, materials &amp; equipment</b> <ul style="list-style-type: none"> <li>• Visual Art – paint, crayons, canvas, glitter, coloured paper, craft materials (\$10)</li> <li>• STEM – equipment, chemicals (\$10)</li> <li>• Mathematics – numeracy blocks, maths kits (\$10)</li> <li>• English – book boxes, class sets, novels, readers (\$13)</li> <li>• Performing Arts – percussion instruments, costumes, craft materials, puppets, xylophones, ukuleles (\$12)</li> <li>• Library – books, subscriptions (\$10)</li> <li>• Sports – equipment (\$10)</li> <li>• Inquiry &amp; Language – seeds &amp; soil for planting, Play-Doh/materials to make Play-Doh, coloured paper, kernel for popcorn making (\$10)</li> </ul>	\$85.00
<b>Online subscriptions</b> <ul style="list-style-type: none"> <li>• Reading Eggs (\$8)</li> <li>• Mathseeds, Mathletics (\$8)</li> </ul>	\$16.00
ICT devices – provision of devices from the shared classroom sets	\$10.00
Printing and photocopying of worksheets and learning materials	\$10.00
<b>Whole school events</b> <ul style="list-style-type: none"> <li>• Cross Country - entry and transport (\$10)</li> <li>• Athletics – entry and transport (\$10)</li> <li>• Harmony day – celebration materials and food (\$10)</li> <li>• House Sports day – celebration materials (\$10)</li> </ul>	\$40.00
<b>Total Curriculum Contributions</b>	<b>\$161.00</b>

<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
School Sports Victoria affiliation	\$5.00
Student wellbeing programs	\$10.00
First aid equipment	\$5.00
School grounds maintenance and improvements: Our School is investing in two exciting projects: <ol style="list-style-type: none"> <li>1. Library upgrade (\$20)</li> <li>2. Addition of our Community Hub (\$20)</li> </ol>	\$40.00
 	
<b>Total Other Contributions</b>	<b>\$60.00</b>



# Craigieburn Primary School

## Educational items for students to own

Attached is a list of items in the 2024 Book pack list that the school recommends you purchase from [Kookaburra Educational Resources](#) for your child to individually own and use.

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

Craigieburn 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 via Compass.

Extra-Curricular Items and Activities	Amount
Gr 6 Graduation Bear	\$16.00
Interschool sports program	TBA
Excursions/Incursions to be scheduled and communicated in 2024	TBA
<b>Total Extra-Curricular Items and Activities</b>	<b>\$</b>

## Financial Support for Families

Craigieburn 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)
- 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 the office via phone or email:

**Ph:** 03 9308 1228 | **Email:** [craigieburn.ps@education.vic.gov.au](mailto:craigieburn.ps@education.vic.gov.au)

## Total

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

## Payment methods

Craigieburn Primary School has transitioned to a cashless school. The preferred payment methods are:

- [Compass](#) 
- EFTPOS (debit/credit 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 Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information. Generally refunds will be issue as a credit on the student’s account to be used for future purposes.

## PARENT PAYMENTS POLICY

### 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.