



25 Silva Drive, Wodonga 3690  
Email: [Melrose.ps@edumail.vic.gov.au](mailto:Melrose.ps@edumail.vic.gov.au)  
Telephone: (02) 6059 1955  
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Website: [www.melroseps.vic.edu.au](http://www.melroseps.vic.edu.au)

Know Yourself  
Choose Yourself  
Give of Yourself

### FINANCIAL CONTRIBUTIONS 2024

Dear Parent/Guardian,

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

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, as this has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to:

- *Maintain and develop the school grounds;*
- *Ensure the upkeep of our computer devices to enhance learning opportunities;*
- *Maintain sufficient class sets of books for students to develop their reading skills;*
- *Provide hands on maths equipment i.e.: measuring materials for teaching purposes;*
- *Facilitate Literacy and Mathematics online digital subscriptions;*
- *Deliver a range of sporting equipment;*
- *Purchase library resources and literacy, numeracy and EQ enrichment materials;*
- *Assist with Student Welfare, School Psychologist and the care of Daisy, our Wellbeing Education Support dog*

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

Yours sincerely,

Ben Slocombe  
Principal  
Melrose Primary School



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<b>Curriculum Contributions</b> - Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	<b>Amount</b>
<p><b>Classroom consumables, materials &amp; equipment – No additional supplies are required to be brought from home unless by parent choice.</b></p> <ul style="list-style-type: none"> <li>• <b>Classroom workbooks, writing books, pens, pencils, glue sticks</b></li> <li>• <b>Art – paint, crayons, canvas, glitter, coloured paper</b></li> <li>• <b>Auslan – general supplies including workbooks</b></li> <li>• <b>Mathematics – numeracy blocks</b></li> <li>• <b>English – classroom libraries, reading sets and take-home readers</b></li> <li>• <b>Sports – equipment</b></li> </ul>	<b>\$50.00</b>
<p><b>Online Subscriptions – Varied use based upon student age and individual needs.</b></p> <ul style="list-style-type: none"> <li>• <b>Mathletics \$5.00</b></li> <li>• <b>Essential assessments \$5.00</b></li> <li>• <b>Literacy Pro \$5.00</b></li> <li>• <b>Literacy Planet \$5.00</b></li> <li>• <b>Library Smart Suite \$5.00</b></li> <li>• <b>Skooville \$2.00</b></li> <li>• <b>Maths 300 \$1.50</b></li> <li>• <b>Additional Apps as required based upon student individual needs.</b></li> </ul>	<b>\$10.00</b>
<p><b>ICT Devices – devices owned by the school, class sets, device configuration, maintenance, server/system costs. This allows 1 to 1 devices for all students.</b></p>	<b>\$20.00</b>
<p><b>Printing and photocopying of worksheets and learning materials</b></p>	<b>\$5.00</b>
<p><b>Whole school events – Examples Below – Prices to be advised in 2024</b></p> <ul style="list-style-type: none"> <li>• <b>Athletics carnival - entry and transport (\$TBA)</b></li> <li>• <b>Swimming carnival – entry and transport (\$TBA)</b></li> <li>• <b>Cultural day – entry and transport (\$TBA)</b></li> </ul>	<b>\$TBA</b>
<b>Other Contributions</b> - Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	<b>Amount</b>
<p><b>School Sports Victoria membership</b></p>	<b>\$1.50</b>
<p><b>Student wellbeing programs including, Primary Welfare Officer, School Psychologist, Daisy our wellbeing dog</b></p>	<b>\$5.00</b>
<p><b>School buildings and grounds maintenance and enhancement (e.g. Building Fund)</b></p>	<b>\$4.50</b>
<p><b>First Aid &amp; Hygiene</b></p>	<b>\$4.00</b>
<p><b>Total Amount</b></p>	<b>\$ 100.00</b>



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<b>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.</b>	<b>Amount</b>	<b>Purchase (Please tick)</b>
<b>Camps</b>	\$TBA	
<b>Excursions and Incursions</b>	\$TBA	
<b>Interschool Sports program</b>	\$TBA	
<b>Other optional Camps and Excursions to be scheduled</b>	\$TBA	
<b>Total Extra-curricular Items and Activities</b>		<b>\$ TBA</b>

### Financial Support for Families

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

- Camps, Sports and Excursions Fund (CSEF)
- Payment plans to ease the financial impact
- State Schools Relief (SSR) for uniform support
- Subsidies available at Principal discretion for camp support.

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

Peter Schneider – Business Manager

Ph: 02 6059 1955 | Email: [peter.schneider3@education.vic.gov.au](mailto:peter.schneider3@education.vic.gov.au)

### TOTALS:

<b>Category</b>	
<b>Curriculum Contributions</b>	<b>\$85.00</b>
<b>Other Contributions</b>	<b>\$15.00</b>
<b>Extra-Curricular Items and Activities</b>	<b>\$TBA</b>

### Payment methods

We accept payment by the following methods: **BPAY / EFTPOS / 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 Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.

*Excellence Motivation Thinking Empathy Courage*

# 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.