



Learning for the Future

**Newhaven Primary School**  
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Principal: Ms Sharyne Munday

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7 December 2023

Dear parent/guardian,

Newhaven Primary School is looking forward to another great year of teaching and learning and would like to advise you of our 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.

Curriculum Contributions remain at **\$240** per child. This amount covers items listed overleaf, and includes all stationery items that your child will require during the year. Teachers will order and distribute items as required (our preferred option), unless you choose to purchase your child's stationery supplies independently from COS. Contributions ("school fees") are **payable via Qkr!**

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

Yours sincerely,

Sharyne Munday  
Principal

Viv Lock  
School Council President

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Classroom consumables, materials &amp; equipment</i> <ul style="list-style-type: none"> <li><i>Numeracy, Literacy, Specialist Supplies*</i></li> </ul>	\$70
<i>Online Subscriptions</i> <ul style="list-style-type: none"> <li><i>Maths300, Reading Eggs, Essential Assessment, Mosyle</i></li> </ul>	\$50
<i>ICT Devices – provision of devices from the shared classroom sets (includes classroom desktop computers, laptop computers and iPads)</i>	\$75
<i>Printing and photocopying of worksheets and learning materials</i>	\$45
<b>Other Contributions</b> - for non-curriculum items and activities	Amount
<i>Incursions</i>	\$25
<i>Student wellbeing programs</i>	\$15
<i>First aid equipment</i>	\$10
<b>Total Amount</b> ^NB Fees are set at subsidised \$240 only	<b>\$290^</b>

**\*Educational items for students to own**

A list of items that will be provided by your child’s classroom teacher (unless you choose to purchase independently) can be provided on request.

If purchasing directly please pay the difference between full School Fees (\$240) and the cost of your stationery items, via Qkr! Different payment amounts can be selected inside the School Fees item on Qkr!

**Extra-Curricular Items and Activities**

Newhaven 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 to deliver the Curriculum. These are provided on a user-pays basis.

<b>Extra-Curricular Items and Activities</b>	Amount (approximate)
<i>Optional Year 5/6 school camp</i>	\$350
<i>Optional Year 3/4 school camp</i>	\$350
<i>Optional Year 2 Sleepover</i>	\$15
<i>Optional Years 3 to 6 Interschool Sports program</i>	\$10 per event
<i>Swimming Program Years 2 to 4 – entry and transport</i>	\$25
<i>Other optional excursions to be scheduled</i>	(\$0-\$40 TBC)

## Financial Support for Families

Newhaven 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) for families who hold a Government Benefit Card. For more information and application form go to <https://www.vic.gov.au/camps-sports-and-excursions-fund>

For a confidential discussion about how we can assist, or if you would like to discuss alternative payment arrangements, contact Principal, Sharyne Munday on 03 5956 7326 or email [newhaven.ps@education.vic.gov.au](mailto:newhaven.ps@education.vic.gov.au)

## Total

Category	
Curriculum Contributions	\$240
Curriculum Contributions less your COS stationery order	\$240 – order cost

## Payment methods

- **Qkr!** is our preferred payment method. Please download from the App Store.
- Alternatively, payment can be made by Direct Deposit to our bank account
  - **BSB 063 000 Account 14196192** Reference Student Name. (please note that our bank account details have recently changed)
- No cash transactions.

## 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. Where an event has been planned and subsequently cancelled, any related payments are credited to the family account.*

*Please note that if you have funds in your account at the end of your (youngest) child's primary schooling, these will be refunded. Any unused CSEF funds will be forwarded to your child's secondary school*

# 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.