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# Sandringham Primary School

November 2023

Dear parent/carer,

Sandringham Primary School is looking forward to another great year of teaching and learning and would like to advise you of our 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 financial support and commitment of our families ensures that our school can offer the best possible education beyond the standard curriculum. We want to thank you in advance for all financial support as this makes a significant difference to the quality of programs we can offer.

Within our school your financial support has allowed us to offer above and beyond the standard curriculum. This includes programs and resources unique to Sandringham Primary School such as:

- High quality literature for our wonderful library
- Teacher librarian
- Maths and Literacy specialist leadership
- High quality take home reading material
- Rich experience-based learning opportunities
- Tutor Learning Initiative program
- Maintaining our exceptional wellbeing program
- Registered nurses – Claire and Lisa. Most schools DO NOT have nurses on-site
- Investigations resources
- 4 specialist programs
- Additional student resources and equipment for our Specialists Programs (Performing Arts, Visual Arts, PE and Mandarin)
- Enhanced technology such as iPads P-2, robotics, radio room equipment
- Additional hours of IT support and an IT help desk
- Kitchen Garden program
- Chess Club
- Employment of a maintenance person
- Appropriate administrative and school communication support
- Maintenance of our beautiful buildings and grounds which reflects community expectations

We ask that you please consider paying the contributions where you can, as they support many different educational, social and physical aspects of our school. We greatly appreciate the generosity of our wonderful families.

Please refer to the attached, for detailed information on how your contributions are used.

**Payment Options:**

- Make payment via QKR! by Wednesday 6<sup>th</sup> December 2023 (you do not need to return the financial contribution form) or
- Use the instalment method and return the financial contributions form to the school office by Monday 4<sup>th</sup> December to enable us to process the first instalment on Wednesday 6<sup>th</sup> December 2023.

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

Yours sincerely,

Louise Neave  
Principal

Adam McConnell  
School Council President



Sandringham Primary School  
Year 4 2024 Financial Contributions

Curriculum Contributions - items and activities that students use, or participate in, to access the curriculum	Amount
<p><b>Stationery Pack – educational items for students to own</b> This pack will be delivered directly to the school for the start of Term 1. You are not required to collect the packs, as they will be distributed directly to your child's classroom.</p> <ul style="list-style-type: none"> <li>• book cover a4 clear - (each)</li> <li>• copy paper a4 bright white 80gsm</li> <li>• display book marbig clear front a4 refillable 20pkt blue</li> <li>• document wallet pp button closure a4 l/s clear</li> <li>• eraser staedtler large with sleeve</li> <li>• exercise book a4 writer premium 11mm ruled 48pg</li> <li>• exercise book a4 writer premium 14mm d/thirds 64pg</li> <li>• glue stick staedtler 36gm</li> <li>• graph book 10mm writer premium a4 96pg</li> <li>• handwriting conventions victoria year 4</li> <li>• highlighter faber text liner ice pink &amp; yellow</li> <li>• kluwell my home reading - green level 334</li> <li>• marker white board pentel bullet tip asst. pk 4</li> <li>• markers crayola super tip washable pk20</li> <li>• note pad spirax 563a shorthand top opening200pg</li> <li>• notebook a6 black &amp; red a-z 100lf</li> <li>• pen papermate inkjoy 100 clear 1.0 blue &amp; red</li> <li>• pencil case micador name small 340x170mm single zip mint dream</li> <li>• pencil micador essential hb (fsc 100%)</li> <li>• pencil staedtler colourpak green checking &amp; red checking</li> <li>• pencils coloured crayola full length 3.3mm leads pk 24's</li> <li>• post it note 76x76 654 yellow each</li> <li>• project book a4 writer premium 14mm d/thirds 48pg</li> <li>• ruler bantex clear plastic 30cm</li> <li>• scissors staedtler norris club hobby 17cm</li> <li>• scrap book best buddies mini 100gsm 64pg</li> <li>• scrap book contrast colorful critters 100gsm 64pg</li> <li>• sharpener faber plastic double junior grip w/canister</li> <li>• tissues facial excel 200's</li> <li>• visual art diary a4 &amp; a5 quill spiral 60lf black cover</li> <li>• whiteboard eraser - magnetic mini</li> </ul>	\$86.00
<p><b>Classroom consumables, materials &amp; equipment – these contributions directly support several important curriculum areas and programs that we offer including:</b></p> <ul style="list-style-type: none"> <li>• Art consumables &amp; resources</li> <li>• Investigation consumables &amp; resources</li> <li>• Mathematics resources</li> <li>• English resources (guided reading books &amp; take-home readers etc)</li> <li>• Performing Arts resources</li> <li>• LOTE program resources</li> <li>• Subject Focus consumables &amp; resources</li> <li>• Classroom supplies</li> <li>• Kitchen Garden program</li> <li>• Replacement of sporting equipment</li> </ul>	\$196.00
<p><b>Programs &amp; Resources</b></p> <ul style="list-style-type: none"> <li>• Mathletics is an engaging app that supports your child's learning of maths at school and at home</li> <li>• Essential Assessment</li> <li>• Chess program</li> <li>• Purchase of Apps</li> <li>• Wushka</li> <li>• Resilience Project (includes journal)</li> </ul>	\$168.00
<p><b>Digital Technology</b> - The provision of equipment, technical support services and the software that underpins all subject areas</p>	\$65.00
<p><b>Printing and photocopying</b> - of worksheets and learning materials</p>	\$15.00



Sandringham Primary School  
Year 4 2024 Financial Contributions

Other Contributions - for non-curriculum items and activities	Amount
<b>School Sports Victoria membership</b>	\$15.00
<b>Student &amp; parent communication tools</b> – Sentral to support student attendance, permission forms, school calendar, interviews & report writing (including the tracking of student academic and wellbeing data)	\$30.00
<b>First Aid, Wellbeing</b> - Sandringham Primary School goes above and beyond some other schools through the employment of a School Nurse to provide First Aid. By having a trained nurse on staff, your children can access trained nursing First Aid care. This is not only highly beneficial should your child need assistance, but – based on feedback from our parent community - also provides a great deal of peace-of-mind for parents	\$150.00
<b>School grounds maintenance and improvements</b> – this enables us to have John our maintenance person to care for and keep our buildings and grounds safe	\$45.00

Extra-Curricular Items and Activities – Incursions, Excursions, Camps 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.	Amount
<b>Excursions/Incursions, includes Our Whole School Concert</b> all year levels - to be held throughout the year	\$170.00
<b>Camps</b> Years 3, 4, 5 & 6 – to be invoiced throughout the year	TBA
<b>Swimming</b> all year levels – to be invoiced throughout the year	TBA
<b>Sporting events</b> - to be invoiced throughout the year	TBA

Tax Deductible Contributions	Suggested Amount
<b>Building Fund</b> - A tax-deductible contribution to support improvements, upgrades and maintenance of school infrastructure.	\$50.00
<b>Library Fund</b> - A tax-deductible contribution to support book purchases, equipment and technology that sustain and reside in the library as well as to help maintain the Tutor Learning Initiative (TLI) program at Sandringham Primary School due to reduced TLI funding in 2024.	\$50.00



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Sandringham Primary School  
Year 4 2024 Financial Contributions

**Educational items for students to own (stationery pack)**

To ensure consistency in student resources, efficiency and a minimisation of waste, it is highly preferable that families make the Curriculum Contribution for Stationery Packs as outlined above, so that Sandringham Primary School can continue to manage and provide stationery centrally. We have sourced a local supplier that is well-established, very competitive in pricing and has a proven record in providing quality products to schools.

Should you prefer to purchase stationery for your child to individually own and use, you will need to contact the School Office to let us know of your intention to purchase your child's items from a third party supplier. The school will provide you with quantities required.

**Financial Support for Families**

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

- Access to State Schools Relief Committee support via the principal to assist with clothing/uniforms
- CSEF, Camps Sports & Excursion Fund (eligibility requirements)
- Donations received from the wider community.

For a confidential discussion about accessing these services contact Maxine Mills on 03 9598 1488 or email: [maxine.mills@education.vic.gov.au](mailto:maxine.mills@education.vic.gov.au).

**Refunds will only be considered on Extra Curriculum Items and Activities**

Sandringham Primary School responds to refunds on a case-by-case basis. Where refunds are deemed reasonable, and if the school has not incurred a cost on behalf of your child, refunds are made on a pro-rata basis. If the school has incurred a cost, the school will act reasonably and take into consideration the Financial Help for Families Policy and relevant arrangements, including support for families experiencing hardship. Refunds will not be given for donations made to the Library and Building Fund due to tax implications.



Sandringham Primary School  
Year 4 2024 Financial Contributions

## 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.

Sandringham Primary School - **Student Financial Contributions**  
**ONLY RETURN THIS FORM IF YOU WISH TO USE THE INSTALMENT OPTION**

Year 4 2024

Section	Description		
Curriculum Contributions	Stationery Pack	\$86.00	
	Classroom Consumables	\$196.00	
	Program & Resources	\$168.00	
	Digital Technology	\$65.00	
	Printing & Photocopying	\$15.00	
	<b>Total Curriculum Consumables</b>		
Other Contributions	School Sports Victoria	\$15.00	
	Student & Parent Communication Tools	\$30.00	
	First Aid, Wellbeing	\$150.00	
	School Grounds Maintenance & Improvements	\$45.00	
	<b>Total Other Contributions</b>		
Extra Curriculum Items & Activities	Excursions/Incursions throughout the year (includes whole school concert) Please note: camp, swimming, district sport and some other sporting activities will be invoiced separately if applicable to that year level		<b>\$170.00</b>
	<b>SUB TOTAL</b>		<b>\$940.00</b>
Tax Deductible Contributions	Building Fund <i>This is tax deductible</i>	\$50 <input type="checkbox"/> \$75 <input type="checkbox"/> \$100 <input type="checkbox"/> Other <input type="checkbox"/>	\$ _____
	Library Fund <i>This is tax deductible</i>	\$50 <input type="checkbox"/> \$75 <input type="checkbox"/> \$100 <input type="checkbox"/> Other <input type="checkbox"/>	\$ _____
	<b>TOTAL FINANCIAL CONTRIBUTIONS</b>		\$ _____

Student Name: \_\_\_\_\_

Payment Details - Instalment Method:

4 Equal payments processed by the office on  
 6th December 2023  
 13th March 2024

14th February 2024  
 15th May 2024

Name on Card:	Type: Visa/Mastercard	
Card Number : _____	Amount: \$ _____ per instalment	
Mobile Phone No:	Expiry Date:	
I give consent for Sandringham Primary School to deduct the above amount from my card in 4 equal instalments	Signature:	

**TO BE RETURNED TO THE SCHOOL OFFICE BY: MONDAY 4TH DECEMBER 2023**