



A Rich Past, Present & Future

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ABN 41 279 387 515
Principal: Kylie Richards

25th November, 2024

Dear parents/guardian,

Panton Hill Primary School is looking forward to another great year of teaching and learning and would like to advise you of Panton Hill Primary School's voluntary financial contributions for 2025.

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 will allow us to:

- Offer a wider range of subjects and special curriculum experiences for our students across all year levels
- Ensure the upkeep of our computer devices to enhance learning opportunities
- Purchase of new library books to encourage student borrowing and reading
- Continue to stock our classroom libraries for all year levels
- Investment in new Numeracy and Literacy resources
- Offer effective First Aid for all students
- Ongoing grounds and building maintenance as required and further new grounds improvements

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

Yours sincerely,

Kylie Richards

Principal

Abbey Baines

School Council President

Leanne Cleary

Business Manager



2025 VOLUNTARY FINANCIAL CONTRIBUTIONS

Prep - Year 6

Curriculum Contributions	Amount
Items and activities that students use, or participate in, to access the Curriculum	per STUDENT
Classroom consumables, materials & equipment <ul style="list-style-type: none"> English — book boxes, whiteboard and markers etc Mathematics — numeracy blocks, dice, money counters etc Art — paint, crayons, canvas, glitter, coloured paper etc STEM — paddle pop sticks, straws, toothpicks, pipecleaners etc Sports — equipment Publications & library resources 	\$100
Online subscriptions <ul style="list-style-type: none"> Reading eggs Mathletics Soundwaves PAT maths and reading Firefly Education Inquisitive 	\$80
<ul style="list-style-type: none"> ICT devices - provision of devices from the shared classroom sets 	\$30
<ul style="list-style-type: none"> Printing and photocopying of worksheets and learning materials 	\$20
Total Curriculum Contributions	\$230
Other Contributions	per FAMILY
First aid equipment and hygiene costs	\$20
Student & parent communication tool - XUNO	\$20
School grounds maintenance and improvements	\$50
Total Other Contributions	\$90

Example of Curriculum Contributions Scenario	Number of students in your family	Amount \$
Curriculum Contributions (<i>per student</i>)	2	\$460
Other Contributions (<i>per family</i>)	1 per family	\$90
<i>Opt-In Extra –Curricular Items and Activities (excursions/camps/activities to be scheduled)</i>		<i>TBA on Xuno</i>
TOTAL FAMILY CURRICULUM CONTRIBUTION		\$550

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

Panton Hill 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 ie. camp, Life Ed, Mad About Science, David Skinner Dance etc. will be advised on Xuno throughout the year.

Educational Items for students to own

The school requires all students to bring their own headphones and art smocks for individual use. Attached is a letter explaining the ordering process for our recommended student backpacks. Panton Hill Primary School has again partnered with Maxim Office Group to ensure a seamless ordering process.

Financial Support for Families

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

- The Camps, Sports and Excursions Fund (CSEF) - \$150 per student (means tested)
- School Saving Bonus—a one off payment \$400 per student
- State Schools' Relief provides financial support for eligible families. We also offer a second hand uniform cupboard.
- Payment plans can be arranged for extra-curricular items such as camps, excursion and activities through the office.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact Leanne Cleary at the office on 9719-7202 or panton.hill.ps@education.vic.gov.au

Payment methods

Panton Hill Primary School accepts EFTPOS, cash, credit card authority, direct deposit and payments via Xuno.

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.

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.

PARENT PAYMENTS POLICY

REQUESTING PARENT PAYMENTS FOR CAMPS AND EXCURSIONS – ONE PAGE OVERVIEW



OFFERING CAMPS AND EXCURSIONS ON A USER-PAYS BASIS

- Schools can invite parents to purchase camps or excursions on a user-pays basis if:
 - it is not required for students to meet Curriculum outcomes in the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major or the Victorian Pathways Certificate, *or*
 - there is a free alternative activity provided to meet Curriculum outcomes.
- Camps or excursions provided on a user-pays basis can still be linked to curriculum-based learning but must be categorised in Extra-Curricular Items and Activities.
- Schools can ask parents to pay for the costs of a user-pays camp or excursion, including **transport, food, entry**, accommodation (for students and teachers), and supporting casual relief teachers (during its operation, either on or off the school premises).
- Schools cannot ask parents to pay for the salaries of Department teaching staff attending a camp or excursion provided on a user-pays basis.
- Schools can invoice families for camps and excursions provided on a user-pays basis.
- Schools should help families facing financial hardship to purchase these camps or excursions.



REQUESTING CONTRIBUTIONS FOR OTHER CAMPS AND EXCURSIONS

- Schools may request Curriculum Contributions towards the costs of camps and excursions that are required by all students to meet Curriculum outcomes.
- Each school determines whether a camp or excursion is required by all students to meet Curriculum outcomes based on their local context.
- Schools cannot deny student access to a camp or excursion on the basis of Curriculum Contributions not being made.



COMMUNICATION REQUIREMENTS

Schools must not:

- Indicate that contributions for camps and excursions are compulsory.
- Indicate that a user pays camp or excursion is compulsory for students to attend.



SUGGESTED COMMUNICATION

Inviting parents to pay for activities provided on a user-pays basis

- *We provide an opportunity for all students to attend this camp/excursion. Students will experience [adapt as relevant] the outdoor environment and build resilience, incorporating key learning opportunities related to the [subject] curriculum.*
- *This opportunity costs \$xx.*
- *[If relevant] – We have subsidised this experience so that it is affordable for families, with additional support options available based on need. Please contact [staff member] for more information regarding this support.*

Requesting contributions for activities required to meet Curriculum outcomes

- *This excursion is a required element of the school's Curriculum. All students are expected to attend.*
- *We invite you to support our school by making a Curriculum Contribution, so that we can continue to provide these opportunities for all students.*

For further advice or support in implementing the Parent Payments Policy in your school, please contact the School Operations and Governance Unit (SOGU) at parent.payments@education.vic.gov.au.

PARENT PAYMENTS POLICY

Categorisation of parent payment requests – Primary Schools

The information below is to be used as a reference guide for schools when deciding upon which category a parent payment item should be listed on the [Parent Payment Letter Template](#). The list covers a wide range of potential items and activities that should only be listed by schools when they have a demonstrated need related to their school goals. Further information regarding how schools can request parent payments can be found at www.education.vic.gov.au/dail/parent-payment/policy.

Schools can request contributions from parents under three categories

Curriculum Contributions	Other Contributions	Extra-Curricular Items and Activities
<p>Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.</p> <ul style="list-style-type: none"> • General classroom materials and equipment (e.g. shared classroom stationery, paper, posters/charts, craft items, classroom libraries, readers) • Subject specific materials and equipment (e.g. materials for English, Mathematics, Language, Science, Art, Music, Physical Education) • Provision and upkeep of school devices, peripherals and ICT (e.g. devices owned by the school, class sets, device configuration, maintenance, server/system costs) • Photocopying and printing for students (e.g. printed learning resources) • Curriculum activities (e.g. excursions, incursions, camps, whole-school carnivals, including transport and entry) • Digital and online subscriptions for learning) • Assessments (e.g. online standardised testing) • Supplementary classes within the school's swimming and water safety program and associated costs (attended by all students) • Student planners / diaries 	<p>Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.</p> <ul style="list-style-type: none"> • Sports affiliation costs (e.g. School Sports Victoria affiliation) • Student and parent communication tools • Enhanced student support (e.g. learning support programs, tutoring, homework clubs) • Enhanced wellbeing support (e.g. wellbeing programs, school counsellors, mental health practitioners) • Engaging staff through local payroll (e.g. groundskeepers, additional wellbeing and learning support staff) • School buildings and grounds maintenance and enhancement (e.g. Building Fund) • Library maintenance and enhancement (e.g. Library Fund) • First aid and hygiene costs 	<p>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.</p> <ul style="list-style-type: none"> • Optional items to keep (e.g. yearbook, school photos, recording of school concert) • Optional Extra-Curricular Activities - school based (e.g. camps, excursions, incursions, guest speakers, sport carnivals and events) • Optional Extra-Curricular Activities - outside of school hours (e.g. social, graduation, award ceremonies) • Alternative curriculum programs (e.g. Montessori, Steiner, Language Immersion) • Private instrumental music lessons and instrument hire • Entry into academic competitions • Additional swimming classes and associated costs (optional and outside the standard swimming and water safety program)

- Schools may also invite parents to supply or purchase educational items to use and own. These items are sold by third party providers and can include **booklist items, stationery, digital devices and peripherals, calculators**. If a student does not provide or purchase their own educational items, the school must ensure the student has free access to what is needed at school to access the school's delivery of the Curriculum

Panton Hill Primary School

Dear Parents,

Many thanks for supporting Panton Hill Primary School with the online portal for book pack purchasing. We have partnered with Maxim Office Group Pty Ltd to ensure a seamless school start in 2025. Packs will be delivered to the school in time for the first day of school. All book packs will be delivered straight to your child's grade ready for use.

Please note:

Orders must be placed by Sunday the 15th of December to ensure delivery is on time, ready for the first day of term 1.

Any orders after this date will incur a late order processing fee of \$15 and will be delivered within the 1st two weeks of February.

To order your book pack:

1. Please follow this link: <http://www.maxim.booklists.com.au> or go to our main website and click the link 'BOOKLIST' as indicated below



2. Your access code is: **PANTONHILL**
*Please note this is capital sensitive. Please enter the code as displayed in screen.
3. Select the year level required for order. **This is the year your child is going into for 2025.**
4. Please ensure that the students' name, your name and contact details are given and correct
5. Select 'Place order'
6. If purchasing more than one booklist, please select 'Add another booklist' and follow the same procedure from step 3
7. Select 'Proceed to payment options'
8. Your total payment amount required will be displayed on screen
9. Select 'Pay Now'
10. Please choose your check-out option – Credit/ Direct Debit available. Ensure payment details are correctly entered
11. You will receive a payment receipt and an order confirmation to the email address you provided
12. Your child's pack/s will be delivered to the school for collection

Thank you,

Maxim Office Group Pty Ltd