

24th October 2022

Dear parent/guardian,

Hamlyn Views School is looking forward to another great year of teaching and learning and would like to advise you of Hamlyn Views School's voluntary financial contributions for 2023.

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, whether that is through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Hamlyn Views School is endorsed as a Deductible Gift Recipient under the *Income Tax Assessment Act 1997 (Cth)* with the result that any donations made by you will be tax deductible. To be tax deductible, your donation needs to be made voluntarily. We have suggested an amount to be contributed under "Curriculum Contributions" and "Other Contributions" below, but please feel free to contribute an alternative amount. Amounts paid under "Extra-Curricular Items and Activities" are not donations and are not tax deductible.

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

Yours sincerely,

Suzanne Armstrong

PRINCIPAL

Suzanne Armstrong

Jennings

SCHOOL COUNCIL PRESIDENT

Ingrid Jennings

Curriculum Contributions - suggested tax-deductible contributions for items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables, materials & equipment <ul style="list-style-type: none"> • Art – paint, crayons, canvas, glitter, coloured paper etc. (\$40) • Food Tech – food ingredients such as flour, butter etc. (\$40) • Mathematics resources (\$10) • Literacy resources (\$10) • Sensory items (\$10) 	\$110
Online Subscriptions <ul style="list-style-type: none"> • Reading Eggs and other online subscriptions 	\$20
Printing, photocopying and laminating of worksheets and learning materials	\$30
Other Contributions - suggested tax-deductible contributions for non-curriculum items and activities	Amount
First aid and hygiene equipment	\$40
Total Amount	\$ _____

PLEASE NOTE: ALL OF THE ABOVE CONTRIBUTIONS TO OUR SCHOOL ARE TAX DEDUCTIBLE CONTRIBUTIONS.

Extra-Curricular Items and Activities

Hamlyn Views 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

Information on these items will be advised throughout the school year and payment sought on a user-pays basis.

Extra-Curricular Items and Activities	Amount
School magazine/ yearbook	TBA
School Concert	TBA
Optional school camp	TBA
Other optional camps and excursions to be scheduled	TBA
Total Extra-curricular Items and Activities	\$ TBA

Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- *Payment plans for Extra-Curricular Items and Activities*
- State Schools Relief – may cover the cost of new school uniforms and shoes for disadvantaged students. State Schools Relief only responds to requests from school principals, assistant principals or welfare coordinators. Parents or Carers who are struggling need to make an appointment with the school to discuss their situation.
- Saver Plus is an initiative of Brotherhood of St Laurence and ANZ, delivered locally by community organisations in 22 locations in Victoria. Saver Plus assists individuals and families on lower incomes to have every dollar up to \$500 saved over a 10-month period matched by ANZ to go towards education-related costs. Information can be obtained from the school office.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact our Business Manager on 03 5215 5700 or via email at hamlyn.views.school@education.vic.gov.au.

Total Student Name _____

Category	
Curriculum Contributions	\$
Other Contributions	\$
Extra-Curricular Items and Activities	\$ TBA

Payment methods

Hamlyn Views School accepts the following payment methods:

- Cash or cheques directly to the office or in an envelope to the class teacher
- BPAY – payment directly to school by using your BPay Biller Code and Reference Number found on your family statement if you receive one, or you may contact office staff to obtain your unique reference.
- Direct Deposit – set up a once off or regular direct deposit from your bank account to the school account:
 - Hamlyn Views School BSB: 063000 Account: 13142379
- Centrelink - the school is registered with Centrelink to receive payments from families via their Centrepay system which is only available to holders of relevant current Centrelink benefit cards. Please contact our Business Manager to set up payments using this method.

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 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.