



MANCHESTER PRIMARY SCHOOL PARENT CONTRIBUTIONS 2022

25 October 2021

Dear Parent / Guardian,

Manchester Primary School is looking forward to another great year of teaching and learning and would like to advise you of Manchester Primary School's voluntary financial contributions for 2022.

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's 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 has allowed us to provide the best possible programs outside of the traditional teaching and learning classroom structure. These financial contributions assist us with the purchasing of art, music and physical education equipment and resources, which in turn, supports them to be exemplary programs coinciding with our talented classroom teachings of the established subjects such as Literacy and Numeracy.

Department of Education guidelines now mandate that schools are unable to provide parents with a statement of fees. With this in mind, we seek your support and ask parents to please review the recommended voluntary financial contributions schedule below for an indication of contributions that we would appreciate you pay to support your child's education.

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

Yours sincerely,

Peter Jenkins
Principal

Nila Blennerhasset
School Council President



MANCHESTER PRIMARY SCHOOL

PARENT CONTRIBUTIONS 2022

| Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum | Amount per student | Sub-total |
|---|--------------------|-----------|
| <i>Classroom consumables; materials & equipment examples</i> <ul style="list-style-type: none"> • STEAM – paint, textas, glue, feathers, pom poms, coloured paper/card, robotics • Mathematics – numeracy blocks, maths kits • English – book boxes, class sets, readers • Sports – equipment, ribbons, awards • LOTE – cooking, origami paper • Performing Arts – instruments, costumes • ERP / Investigations – construction materials | \$55 | |
| <i>Online Subscriptions</i> <ul style="list-style-type: none"> • PAT Maths / Reading • JAMF • Essential Assessments • Flocabulary • Virtual Industries | \$35 | |
| <i>ICT Devices – provision of devices from the shared classroom sets</i> | \$78 | |
| <i>Printing and photocopying of worksheets and learning materials</i> | \$37 | |
| <i>Whole school events</i> <ul style="list-style-type: none"> • Athletics carnival • Harmony Day • Science Day | \$25 | |
| Total Curriculum Contributions | \$230 | |
| Other Contributions - for non-curriculum items and activities | Amount | |
| <i>School Sports Victoria & District Sport membership</i> | \$5 | |
| <i>Student wellbeing programs</i> | \$15 | |
| <i>First aid equipment</i> | \$20 | |
| <i>School grounds maintenance and improvements</i> | \$30 | |
| Total Other Contributions | \$70 | |
| Tax Deductible Contributions | | |
| Building fund. <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. Please nominate an amount (suggested \$50)</i> | | \$ |
| Library fund. <i>A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. Please nominate an amount (suggested \$50)</i> | | \$ |
| Total Tax Deductible Contributions | | \$ |



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Educational items for students to own

Students will be provided with list of items that the school recommends you purchase from **Ross Office Supplies** via their website, <https://booklist.officebrands.com.au/croydon> using the code **3N784Y**, for your child to individually own and use.

A flyer how to order stationery through Ross Office Supplies will be sent home with students and posted on Skoolbag.

Ross Office Supplies online ordering will be open from Monday 25 October and will close on the last day of term 4, Friday 17 December 2021. Orders placed between these dates will be delivered free of charge to the school in time for day 1, term 1, 2022.

Should you choose to purchase your child's stationery and books from another supplier please match products as closely as possible using the lists provided.

Extra-Curricular Items & Activities

Manchester 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 in order to deliver the Curriculum. These are provided on a user-pays basis and include camps & excursions organised throughout the year.

Financial Support for Families

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

- Camps, Sports and Excursions Fund
- State School Relief

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

Peter Jenkins, Principal

Ph: 03 9726 6931 | Email: manchester.ps@education.vic.gov.au



MANCHESTER PRIMARY SCHOOL PARENT CONTRIBUTIONS 2022

PLEASE COMPLETE THIS FORM & RETURN TO THE OFFICE

| STUDENT NAME | 2022 YEAR LEVEL |
|--------------|-----------------|
| | |
| | |
| | |
| | |

TOTALS

| CATEGORY | |
|-------------------------------|-----------|
| Curriculum Contributions | \$ |
| Other Contributions: | |
| SSV & District Membership | \$ |
| Student Wellbeing / First Aid | \$ |
| Grounds & Maintenance | \$ |
| Tax Deductible Contributions: | |
| Building Fund | \$ |
| Library Fund | \$ |
| FINAL TOTAL | \$ |

PAYMENT METHODS

| | |
|-----------------------|---|
| DIRECT DEPOSIT | <p>Manchester Primary School Council Official Account</p> <p>BSB: 063 231 Account Number: 1006 4271</p> <p>Please use reference – PARENT INITIAL & SURNAME / PP2022 (eg. A.Murray/PP2022)</p> <p>To assist in correctly allocating your payments please return the completed form to the office in person or via email; manchester.ps@education.vic.gov.au</p> |
| CREDIT CARD | <p>CARD DETAILS: (circle) MasterCard Visa</p> <p>I authorise Manchester PS to process payment of the above amount using the details below.</p> <p>Card Number: _____</p> <p>Expiry Date: ____ / ____ CCV: _____</p> <p>Name of Cardholder: _____</p> <p>Signature: _____ Contact Number: _____</p> |
| CASH | <p>Please find enclosed \$ _____</p> |

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.