



"Learning, Caring, Laughing, Sharing"

LOCKWOOD PRIMARY SCHOOL

ABN 31 641 106 940

190 Wiegards Road

LOCKWOOD 3551

Tel: (03) 5435 3224 Fax: (03) 5435 3796

Email: lockwood.ps@education.vic.gov.au

30th November, 2023

Dear Parents & Carers,

Lockwood Primary School is looking forward to another fantastic year of teaching and learning and would like to advise you of Lockwood Primary School's 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 support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you all for your support, whether that's through contributing towards the 2024 curriculum and other contributions, fundraising or volunteering your time. This makes a huge difference to our school and the programs we can offer.

As an example, these resources have been purchased in the past with voluntary school contributions:

- resources for our STEM program
- PE equipment that allows for diverse sporting activities
- testing and assessment tools for Prep to Year 6 levels
- guided reading book sets
- online learning programs (Apple Apps, Sunshine online, ePm Books)
- TV Smart Screens and necessary equipment for classrooms to enhance digital learning opportunities (ongoing)
- essential math equipment to support hands-on, real-life learning.

These resources would not have been possible to purchase without the kind financial support from families who have in the past regularly contributed to our voluntary school payments.

Please find attached Lockwood Primary School's voluntary financial contributions schedule for 2024 which includes an overview of what your contributions will help us to provide.

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

Department of Education guidelines now mandate that schools are UNABLE to provide parents with a statement of fees. With this in mind, parents are asked to please review the recommended voluntary financial contributions schedule on Compass for an indication of contributions for your child/ren.

To ensure accurate budgeting for the school year, we would appreciate payment of your contribution by **Friday 1st March, 2024**. Payments can be made via Compass or at the school office.

Included with this information are the details for student BOOK PACKS (stationary items) that Lockwood PS recommends you purchase online from Education Plus for your child to individually own and use. Every child will need their own stationary pack. To purchase this book pack, orders must be placed with Education Plus by **Friday 15th December, 2023**, which will ensure timely delivery of student packs to school in January, 2024.

Please do not hesitate to contact the school office if you have any queries regarding the attached documentation.

Yours sincerely,

Carmen Huszar
Principal

Madeleine McAlpine
School Council President



LOCKWOOD PRIMARY SCHOOL

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Family Name: _____

2024 Curriculum Contributions	Amount	Suggested Total Amounts
Items and activities that students use, or participate in, to access the Curriculum (The following information is per child)		
<i>Classroom consumables, materials & equipment</i> <ul style="list-style-type: none">English – readers, book boxes & library books (\$20.00)Mathematics – counting materials & measurement equipment (\$20.00)The Arts – paint, crayons, canvas, glitter, coloured paper, music equipment (\$10.00)STEM–materials for experiments, shared classroom materials & equipment (\$10.00)PE/Sports – class equipment for lunchtime & recess use (\$10.00)Health & Wellbeing – equipment, resources & School Wide Positive Behaviour incentives (\$10.00)The Resilience Project student reading log/planner/diary (\$10)Printing and photocopying of worksheets and learning materials (\$5.00)	\$95.00	
<i>Online subscriptions</i> <ul style="list-style-type: none">Essential Assessment – Literacy, Spelling & Numeracy Subscription (\$16.60)	\$16.60	
<i>ICT devices – provision, repairs & maintenance of devices from the shared classroom sets</i>	\$50.00	
Total Curriculum Contributions		\$161.60

Other Contributions - for non-curriculum items and activities	Amount	
<i>Affiliations/memberships</i> <ul style="list-style-type: none">School Sports VictoriaLoddon Campaspe Schools Sports AssociationBendigo PE Committee	\$7.00	
<i>First aid equipment</i>	\$5.00	
Total Other Contributions		\$12.00

Educational Items For Students To Own – Book packs

Lockwood Primary School has arranged stationery packs for each year level that is recommended families can purchase directly from Education Plus. Details of Book pack items and how to order and pay are on the attached flyer. For your convenience delivery will be made direct to the school ready for you to collect at the beginning of Term 1 2024 (**order must be placed by Friday 15th December for delivery to school**).

If you choose to purchase your own stationery items through an individual supplier, please ensure that exercise books purchased have the exact measurements/linings as shown on the book list.

Extra-Curricular Items and Activities (Parent Choice)	Amount	Tick to Purchase
<p>Lockwood 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. These are provided on a user-pays basis. Payment should be made at time of purchase for reader/library bags and school pencil case.</p> <p>Details regarding school camps, gymnastics program and other extra-curricular activities will be forwarded prior to the activity taking place and payment will be due just prior to the commencement date of the activity.</p>		
School Library Bag – a reusable bag for students to carry and store their books that they borrow from the library each week. It is expected that this bag will be suitable for the whole 7 years of primary school. <i>(recommended for new students)</i>	\$10.00	
School Reader Bag – a reusable bag for students to carry and store their readers, notes and other items each day. It is expected that this bag will be suitable for the whole 7 years of primary school. <i>(recommended for new students)</i>	\$12.00	
School Pencil Case – sturdy large pencil case for students to store their pens, pencils, textas etc. Big enough to fit a ruler and zips are guaranteed for 15 years. <i>(recommended for new students)</i>	\$9.00	
Total Extra-Curricular Items and Activities		\$

Financial Support for Families

Lockwood 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)
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities

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

Carmen Huszar Ph: 03 5435 3224 | Email: carmen.huszar@education.vic.gov.au

Total Contributions: *(Payments DO NOT NEED TO BE MADE until February 2024)*

Category	No Of Students	Totals
Curriculum Contributions		\$
Other Contributions		\$
Extra-Curricular Items and Activities		\$
Total		\$

Payment methods

Curriculum Contributions and Other contributions can be made online via direct credit to the school bank account, by cash, cheque, EFT via debit/credit card at the school office in 2024. Please ensure when paying via direct credit your child's name is included in the description, to enable us to identify the student the payment relates to and what the payment is for.

If you wish to pay by direct credit to the school bank account, details are below:

Account Name:	Lockwood Primary School <i>(please note new bank account details)</i>
BSB Number:	062 000
Account Number:	2016 1238

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) – school Book Packs



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.

