



# CLIFTON CREEK PRIMARY SCHOOL

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Clifton Creek 3875

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ABN: 21 080 203 144

Dear parent/guardian,

Clifton Creek Primary School is looking forward to another great year of teaching and learning and would like to advise you of Clifton Creek 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 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 offer a more enhanced curriculum experience including MARC Van Library, Kitchen Garden Program, Reading Eggs, Essential Assessment, 1:1 Laptop/iPad access, annual school concert, local excursions and incursions.

**PLEASE NOTE:** The attached booklist is a guide of what the school will be ordering for each student. There is no need for families to purchase any of these items as they will be provided in class to students as needed.

For existing students and families, please contact Elyn McKenzie in the school office to check the status of your child's account, as you may already have sufficient funds to cover fees.

For families utilising the school bus service, please see the attached Bus Fee Structure.

Also attached is a Camps, Sports and Excursions (CSEF) application form. If eligible, please complete and return.

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

Yours sincerely,

*Sue Paul*  
*Principal*

**Student name**.....

**Extra-Curricular Items and Activities**

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
Grade 2 Booklist Items	\$ 120
Classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>• Art – Equipment and materials eg. Coloured paper, paint, glitter, clay etc</li> <li>• STEM – Equipment and Materials</li> <li>• Sports – Equipment</li> <li>• Stephanie Alexander Kitchen Garden</li> </ul>	\$50
Subscriptions <ul style="list-style-type: none"> <li>• Essential Assessment</li> <li>• Reading Eggs</li> <li>• Maths Trek</li> <li>• Soundwaves</li> <li>• MARC Van Library</li> </ul>	\$20
ICT Devices <ul style="list-style-type: none"> <li>• Provision and upkeep of school devices, peripherals and ICT</li> </ul>	\$20
Printing and photocopying of worksheets and learning materials	\$10
<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
First Aid equipment	\$10
School grounds maintenance and improvements	\$10
<b>Total Amount</b>	<b>\$ 240.00</b>

Clifton Creek 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.

If you would like to purchase an item or activity for your child, please indicate on the table below and return this to the school.

<b>Extra-Curricular Items and Activities</b>	<b>Amount</b>
School Sleepover	FREE
Excursions to be scheduled	TBA
Swimming Program (including bus travel)	Approx \$110
<b>Total Extra-curricular Items and Activities (as known at this stage)</b>	<b>Approx \$110</b>

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund (for eligible families)
- Centrepay (for eligible families)
- Payment Plans

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

Ellyn McKenzie – Business Manager

Ph: 03 5162 7800 | Email: [clifton.creek.ps@education.vic.gov.au](mailto:clifton.creek.ps@education.vic.gov.au)

### Total

Category	
Curriculum Contributions	\$220
Other Contributions	\$20
<b><u>Contributions TOTAL</u></b>	<b><u>\$240</u></b>
<b>Extra-Curricular Items and Activities <u>(at this stage)</u></b>	<b>Approx \$110</b>

### Payment methods

- Direct Deposit:  
**Clifton Creek Primary School Council**  
**BSB: 082 036 Account # 938 671 569**
- Cash
- Centrepay – If eligible I give permission for my Centrepay payments to be used towards Curriculum Contributions and Camps, Sports and Excursions. Tick for permission
- CSEF (Camps, Sports and Excursion Fund) If eligible, I give permission for my child's CSEF to be used towards the cost of the camps, sports and excursions. Tick for permission

### 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.

Signed:.....

Name:.....

Product Description	Quantity
Writer Premium Project Book 64pg Plain 18mm Dotted Thirds	2
Scrapbook 335x240mm 64pg 90gsm	1
Scrapbook 160x240mm 64pg 90gsm	1
Grey Lead Pencil Faber Castell Junior Grip	4
Coloured Pencils Faber Castell Tri Grip Assorted Colours	1
Eraser Celco Maxi	2
Markers Faber Castell Connector Pens Assorted Colours	1
EC Thin Whiteboard Marker Black	2
EC Thin Whiteboard Marker Blue	2
Mesh Pouch Protex A4 with Note Holder	2
Display Book Marbig A4 Refillable Clearfront 20 Pocket Assorted Colours	1
Glue Stick Office Choice 36gms	2
Scissors Maped Essential 130mm <b>OR</b> Left Hand Westcott Kids Lefty Blunt Red 127mm	1
Staedtler Mini Whiteboard Eraser	1
Copy Paper Office Choice A4 80gms Ream	1
Laminating Pouches Office Choice A4 80 Micron 100pk	1
Headphones	1
Maths Trek Maths Book	1
Soundwaves Book	1
Handwriting Book	1
Marbig A3 Doculope Wallet Clear	2

## School Bus Fee Structure

The fee structure for 2024 will be as follows:

\$15 per week for a single child

\$20 per week for a family of children (2+ children)

(These amounts will be divided accordingly for part-time students)

These fees will be charged to your child's/children's' account/s at the beginning of each term and an invoice/statement will be sent home.

**Please be advised that bus fees will need to be paid up to date by the end of each term for students to travel on the bus the next term.**

Thank you for your understanding.

# 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.