

PARENT PAYMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Osbornes Flat Primary School on (02) 60271415 OR email us on osbornes.flat.ps@education.vic.gov.au.

Dear Families,

Osbornes Flat Primary School is looking forward to another great year of teaching and learning and would like to advise you of *Osbornes Flat Primary School's* parent payment arrangements for 2026.

Please find the fee schedule attached.

Osbornes Flat Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

Financial Support for Families

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

- the Camps, Sports and Excursions Fund
 - utilising the schools grants and community sponsorship to help enable attendance at camps and excursions
- Payment plans for voluntary contributions
- 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:

Bec Davis or Kade Livermore

Ph: (02) 6027 1415

Email: bec.davis@education.vic.gov.au; or kade.livermore@education.vic.gov.au

Payment Methods

- *Via Compass Portal*
- *Bank Deposit or Direct Debit Osbornes Flat Primary School Council*

BSB:
Account:
Account name: Osbornes Flat Primary School Council.

Refunds

Please make contact with the business manager regarding refunds on either:

- Phone: (02)6027 1415
- Email: bec.davis@education.vic.gov.au

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

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.

Yours sincerely,

Kade Livermore
Osbornes Flat Primary School
Principal

Voluntary Contribution schedule

Curriculum Contributions – items and activities that students use, participate in, to access the curriculum	Amount
Classroom consumables, material & equipment • MultiLit Student Workbooks - \$30 • Food Technology - \$50.00 • Craft Supplies - \$15.00 • Science, Technology & STEM - \$100	\$200
Online Subscriptions: • Essential Assessment Platform - \$10 • Amplify Music Portal - \$20 • Auslan Online Services - \$15	\$45
Other Contributions – for non-curriculum items and activities	Amount
Compass Learning Management System	\$20.00
Swimming and water safety program – we hope to be able to receive sporting Schools funding to cover the cost of the swimming program. (Estimate cost if not = approx. \$40 per student)	To be advised
Grounds Maintenance and improvements	\$50

NERSSA Membership (This includes being an active participant in the cluster of small schools sports association)	\$10.00
Total Amount for ALL YEARS	\$325

Optional Items

Osbornes Flat Primary School offers a range of optional items and activities that are additional to the delivery of the standard curriculum. These items and activities are designed to broaden the school experience for your child. If you would like to purchase an item or activity for your child, please indicate on the table below.

Optional Items	Amount
<i>Camps and excursions as scheduled throughout 2026. The cost of these excursions will be advised throughout the year</i>	To be advised
TOTAL	\$ To be confirmed

Voluntary Contributions

Osbornes Flat Primary School continues to welcome your voluntary contributions to support our school. You can make a general voluntary contribution that goes towards all of our school's important priorities for 2026 as well as providing additional activities and services for all students.

Your child will not be disadvantaged if you do not make a voluntary contribution. All records of voluntary contributions are kept confidential as well as your decision about whether to make a contribution or not.

EVALUATION

This policy will be reviewed every year.

Developed/ Reviewed	School Principal	Review date
October 2023	Alisha Watson	September 2024
October 2024	Kade Livermore	September 2025
September 2025	Kade Livermore	September 2026

NOTE: Schools must not have their own local Parent Payment Policy but instead must follow and implement the Department's Parent Payments Policy on the [Parent Payments](#) page of the Department's Policy and Advisory Library (PAL).

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

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/pal/parent-payment/policy.

Schools can request contributions from parents under three categories

Curriculum Contributions	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum. • 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	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives. • 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	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. • 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

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 . |