

## Donvale Primary School

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October 2024

Dear Parents/Guardians,

Donvale Primary School is looking forward to another great year of teaching and learning and would like to inform you of Donvale Primary School's voluntary financial contributions for 2025.

Schools provide students with free instruction to fulfil the *standard* curriculum requirements 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. We would like to emphasize that your contributions help bridge the gap between government funding and the actual cost of delivering the tailored student-centred educational programs offered at Donvale Primary School. These funds allow us to allocate resources that enhance our academic programs and educational initiatives, ultimately benefiting your child's learning and achievement.

Within our school this support has allowed us to organise and coordinate rich, extensive programs outside of the traditional teaching and learning classroom structure. Your financial support ensures that we can continue to provide the excellent range of facilities and resources for your children. Together, through our contributions, we can provide an exceptional learning environment that nurtures their growth and development.

Your 2025 financial contribution contributes to:

- Delivering high-quality specialist programs in areas such as Art, Music, Mandarin, Physical Education, and STEM.
- Offering additional programs including choirs, State School Spectacular, productions, writers' festivals, art shows, sports events, multicultural days, and science and sustainability programs.
- Facilitating online learning resources for Literacy and Mathematics through digital subscriptions and ensuring the maintenance and enhancement of our digital devices to maximise learning opportunities.
- Building and Grounds maintenance to maintain our gymnasium facilities, synthetic and asphalted grounds for basketball/netball/soccer, playground equipment and expansive sustainability and gardening programs.
- Continued expansion of our successful Science and Inquiry Program (STEM) that is sourced with new and current equipment for discovery and inventive learning that broadens student thinking.

With this in mind, parents are asked to please review the recommended financial contributions schedule below for an indication of contributions for your child/ren.

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

Yours sincerely,

Larissa Vesdrevanis  
Principal

Louise Martin  
School Council President

# Donvale Primary School

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## PURCHASING STUDENT BOOK PACKS:

In 2025 we will continue to use 'Melbourne Office Supplies' for parents to purchase their child's school book packs online.

This simplifies the process for you and ensures that all children bring to school consistent supplies and requisites. We have developed a specific 'Donvale PS parent portal' for you to be able to purchase your child's 2025 book pack. The portal will display the year level's booklist and the requirements for the children in these year levels. These booklists have been developed by our class teachers.

**Orders must be placed by the 23rd December 2024 to ensure delivery is on time, ready for collection from the school. Prep – Grade 2 will be supplied in bulk and be distributed to students as required. Grades 3-6 will be supplied in individual packs.**

To order your book packs:

1. Please follow this link: <https://schoolpacks.com.au/donvale-primary-school-bts-portal>
2. Select the year level required for order
3. Please ensure that the students' name, your name and contact details are given and correct
4. Select 'Add to Cart'
5. If purchasing more than one booklist, please select 'Continue Shopping' and follow the same procedure from step 3
6. Headsets are compulsory for all students. Please add a headset to your order if your child does not already have one.
7. Your order subtotal will display on screen
8. Select 'Proceed to checkout'
9. Enter your email address and continue
10. Enter your billing details and continue
11. Please choose your check-out option – Credit/Debit available. Ensure payment details are correctly entered
12. You will receive a payment receipt, and an order confirmation to the email address you provided
13. Your child's pack/s will be delivered to the school

Should you choose to purchase your child's school requisites from another third party, we ask that you please purchase items that are the same or similar to that listed on your child's booklist. We can assure you that we have made every effort to keep the cost of items and activities to a minimum and affordable for all parents. We have spent considerable time selecting the most appropriate requisites to meet the needs of our students.

All Prep – Grade 2 book packs will be delivered to the school in bulk in mid-January and will be distributed to the students by their classroom teacher as required.



## Donvale Primary School

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Resourcing Subject Areas</b> <ul style="list-style-type: none"> <li>Classroom consumables, materials and equipment – Bulk classroom stationery supplies</li> <li>Visual Arts – scrapbook, paint, clay, crayons, coloured paper, craft supplies</li> <li>LOTE – Mandarin – scrapbook, cultural materials and equipment</li> <li>Performing Arts – costumes, props, scripts, plastic pockets</li> <li>STEM (Science, Technology, Engineering, Mathematical Inquiry) – construction materials, program equipment</li> <li>Mathematics – Numeracy learning equipment, calculators, stationery</li> <li>English – Literacy learning materials, readers, book boxes, class sets, novels</li> <li>Physical Education – ribbons, certificates, games, new sporting equipment</li> </ul>	\$140
<b>Digital and Online Subscriptions</b> <ul style="list-style-type: none"> <li>COMPASS student Management System</li> <li>Essential Assessment – Mathematics and English Subscriptions</li> <li>Mathseeds</li> <li>Seesaw</li> </ul> <b>ICT Devices</b> <ul style="list-style-type: none"> <li>Student Device Provision and Management</li> <li>Maintenance of the server, WiFi network and iPad programs</li> </ul>	\$90
Printing and photocopying of worksheets and learning materials	\$10
<b>Whole School Events</b> <ul style="list-style-type: none"> <li>Athletics carnivals/Cross Country</li> <li>School Production</li> <li>Multi-Cultural day</li> <li>Musical Performances</li> <li>Grandparents Day</li> <li>Art Show</li> <li>Education Week</li> <li>Science Week</li> <li>Book Week</li> </ul>	\$60
Student Reading Log – Foundation to Grade 2 Student Diary – Grades 3-6	\$10
<b>Sub Total</b>	<b>\$310</b>
Other Contributions - for non-curriculum items and activities	Amount
<ul style="list-style-type: none"> <li>Student Wellbeing programs – (School Wide Positive Behaviour Program)</li> </ul>	\$10
<ul style="list-style-type: none"> <li>First aid resourcing</li> </ul>	\$10
<ul style="list-style-type: none"> <li>School buildings/grounds maintenance and improvements</li> </ul>	\$60
<b>Sub Total</b>	<b>\$80</b>
<b>Total Amount</b>	<b>\$390</b>

## Donvale Primary School

Student's Name	Grade

### Total

Category	
Core Curriculum Contributions	\$310
Other Contributions – for non-curriculum items and activities	\$80
<b>Total Contribution</b>	<b>\$390</b>

*Thank you for your contribution to your child's learning environment for the 2025 school year.*

**Please note 2025 Parent Payments will be available to pay on Compass from 22nd January 2025.**

Payments can be made in full or part payments as nominated by you, by the following methods:

- COMPASS – In Course Confirmation (this is our school's preferred option for all school payments)
- EFTPOS – over the phone or in person at the school office
- Credit Card or Cash – when you visit the school

## Donvale Primary School

### Extra-Curricular Items and Activities

Donvale 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. You will be advised of these as they are scheduled during the curriculum year. No payment is required at this time.

Extra-Curricular Items and Activities
Optional – Swimming Program
Optional – Gymnastics Program
Optional – Athletics Carnival
Optional – Grade 5/6 Interschool Sport Program
Optional – Grades 3-6 School Camps
Optional – Whole School Photos
Optional – Grade 6 Jackets
Other optional excursions, incursions and activities to be scheduled

### Financial Support for Families

Donvale 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
- Payment Instalment Option for Extra-Curricular Items and Activities
- School Saving Bonus – Available to every student in 2025, a one-off payment of \$400

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

Sandy Bryant  
Business Manager  
Ph: 03 9842 3373

Email: [sandra.bryant@education.vic.gov.au](mailto:sandra.bryant@education.vic.gov.au)

### Refunds

At Donvale Primary School 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.

Please refer to our refund policy for further 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.