



School No. 5019  
Colchester Drive, Doncaster East 3109  
Phone: 9841 8099  
Postal: PO Box 1003, Doncaster East 3109  
Email [Donburn.ps@education.vic.gov.au](mailto:Donburn.ps@education.vic.gov.au)  
Website: [www.donburn.vic.edu.au](http://www.donburn.vic.edu.au)

## Donburn Primary School

October 2023

Dear parent/guardian,

### Re: 2024 Parent Payment Arrangements

Donburn Primary School is looking forward to another great year of teaching and learning and would like to advise you of Donburn 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.

This year with the growing numbers of students attending our school we have purchased Chromebook computers for use in their classrooms. It is important that the students are at the cutting edge of technology and can use these devices to enhance their learning. We also needed to increase our Literacy materials including class reading books and Mathematics equipment which assists in making the teaching and learning in Mathematics meaningful and challenging for our students. We have appreciated your financial assistance and support to invest in these tools to achieve excellent learning outcomes for all our students.

Within our school this support has allowed us to organise and coordinate the best possible programs outside of the traditional teaching and learning classroom structure. These financial contributions assist us with the purchasing of art, science, physical education and information technology equipment and resources. This in turn supports them to be exemplary programs, together with our exceptional classroom teaching of the established subjects such as Reading, Writing and Maths.

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 financial contributions schedule below for an indication of contributions for your child/ren.

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

Yours sincerely,

Julie Hoskin  
Principal

Sanober Arefeen  
School Council President



## Donburn Primary School

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Foundation - Year 6 classroom consumables, materials &amp; equipment</i> <ul style="list-style-type: none"> <li>• Art – paint, crayons, markers, glitter, coloured paper, matt paper circles, tape, pipe cleaners, boggle eyes, icy pole sticks, oil pastels, glue, textiles, craft items) etc</li> <li>• Science – chemicals, soil, seeds, food dyes, string cardboard, etc.</li> <li>• Sports – equipment</li> <li>• Reading – New reading materials</li> </ul>	\$100.00
<i>Foundation - Year 6 ICT Devices – provision of devices from the shared classroom sets (notebooks and iPads etc)</i>	\$40.00
Printing and photocopying of worksheets and learning materials	\$10.00
<b>Total Curriculum Contributions</b>	<b>\$150.00</b>

Other Contributions - for non-curriculum items and activities	Amount
<i>Student &amp; Parent communication tools (Compass)</i>	\$10.00
<i>Engaging staff through local payroll – groundkeeper</i>	\$20.00
<i>First aid equipment – disposable ice packs, band-aids, saline, sterilising swabs</i>	\$10.00
<i>School grounds maintenance and improvements</i>	\$50.00
<b>Total Other Contributions</b>	<b>\$90.00</b>

Tax deductible contributions	
<i><b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure (Suggested - \$50.00).</i>	\$
<i><b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource (Suggested - \$50.00)..</i>	\$

### Educational items for students to own

Attached is a list of items that the school recommends you purchase from Campion Books for your child to individually own and use.





## **Donburn Primary School**

### **Extra-Curricular Items and Activities – provided on a user-pays basis**

Donburn 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

The cost of extra-curricular items and activities will be advised throughout the year. No payment is required for these items or activities at this time – permission forms and payment request will be sent out to families throughout 2024

<b>Extra-Curricular Items and Activities</b>	<b>Amount</b>
<i>Optional – Years 3-6 school camp/s</i>	\$ TBA
<i>Optional - swimming program</i>	\$ TBA
<i>Optional – Whole school photos</i>	\$ TBA
<i>Optional – Grade 6 Jackets</i>	\$ TBA
<i>Other optional excursions, incursions and activities to be scheduled</i>	\$ TBA
<b>Total Extra-Curricular Items and Activities</b>	<b>\$ TBA</b>

### **Financial Support for Families**

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

- the Camps, Sports and Excursions Fund
- 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:

Nena Sadler, Business Manager or Julie Hoskin, Principal, as below  
Ph: 03 9841-8099 | Email: [Donburn.ps@education.vic.gov.au](mailto:Donburn.ps@education.vic.gov.au)

### **Payment methods**

- Compass (preferred) – the above information will be available on Compass. In line with Department of Education policy all amounts entered on Compass as per above schedules can be changed.
- Cash



School No. 5019  
Colchester Drive, Doncaster East 3109  
Phone: 9841 8099  
Postal: PO Box 1003, Doncaster East 3109  
Email [Donburn.ps@education.vic.gov.au](mailto:Donburn.ps@education.vic.gov.au)  
Website: [www.donburn.vic.edu.au](http://www.donburn.vic.edu.au)

## Donburn Primary School

*To assist us with processing of payments please fill out the following if paying by cash*

Child 1 Name:	Year Level
<b>Category</b>	<b>Total</b>
Curriculum Contributions	\$
Other Contributions	\$
Tax deductible Contributions	
Building Fund	\$
Library Fund	\$
Total	\$

Child 2 Name:	Year Level
<b>Category</b>	<b>Total</b>
Curriculum Contributions	\$
Other Contributions	\$
Tax deductible Contributions	
Building Fund	\$
Library Fund	\$
Total	\$





School No. 5019  
Colchester Drive, Doncaster East 3109  
Phone: 9841 8099  
Postal: PO Box 1003, Doncaster East 3109  
Email [Donburn.ps@education.vic.gov.au](mailto:Donburn.ps@education.vic.gov.au)  
Website: [www.donburn.vic.edu.au](http://www.donburn.vic.edu.au)

## Donburn Primary School

Child 3 Name:	Year Level
Category	Total
Curriculum Contributions	\$
Other Contributions	\$
Tax deductible Contributions	
Building Fund	\$
Library Fund	\$
	Total \$

### 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 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.