



MONTPELLIER PRIMARY SCHOOL

PARENT PAYMENT POLICY



Help for non-English speakers

If you need help to understand this policy, please contact the Language Loop: Phone 03 9280 1955 for interpreters or call our school office on (03) 5243 2521.

PURPOSE

To advise families of our voluntary financial contributions, classroom curriculum contributions, specialist curriculum contributions, other contributions and extra-curricular items and activities for the 2023 school year.

POLICY

Parent contribution, in all forms, assists our school to provide an enriched learning and teaching program for every student. We take great pride in the work we do with and for your children – and as such, really appreciate that our community makes paying their curriculum contributions a priority. Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. All money received or raised by the school is used to finance learning programs and to maintain and develop our school's buildings and grounds.

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

Booklist Educational items for students to own

For each year level there are items required which are essential for your child to learn the standard curriculum. Attached is a list of items that the school recommends you purchase from COS, Montpellier's booklist provider, or provide your own, for your child to individually own and use. Instructions for accessing the COS portal will be provided to parents in November.

Curriculum Contributions - items & activities that students use, or participate in, to access the Curriculum.

Curriculum Contributions	Prep	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
General classroom consumables, materials and equipment (eg shared classroom stationery, paper, materials for construction, textiles, play doh, cooking ingredients etc). Posters/charts, class sets, take home books, classroom libraries, maths equipment etc.	\$75	\$75	\$75	\$79	\$79	\$79	\$79
Printing and photocopying of worksheets and learning materials.	\$25	\$25	\$25	\$20	\$20	\$20	\$20
Art – paint & craft materials for art including drawing & painting materials, oil pastels, charcoal, acrylic paints, pva glue, pens, craft paper, clay, inks etc	\$15	\$15	\$15	\$15	\$15	\$15	\$15
STEM consumables, materials & equipment - for science experiments and construction eg icy pole sticks, glue, cardboard, plasticine, cooking ingredients, chemicals etc	\$10	\$10	\$10	\$10	\$10	\$10	\$10
Indonesian consumables, materials & equipment – cooking ingredients, art & craft materials, charts, Indonesian	\$5	\$5	\$5	\$5	\$5	\$5	\$5



MONTPELLIER PRIMARY SCHOOL PARENT PAYMENT POLICY

classroom library books							
Performing Arts – materials & equipment - musical instruments, music & drama materials	\$10	\$10	\$10	\$10	\$10	\$10	\$10
Prep transition materials – art & craft materials, prep pack materials printing & laminating	\$10						
Seesaw online subscription	\$10	\$10	\$10	\$10	\$10	\$10	\$10
Library - library books, book cover, library borrowing software	\$10	\$10	\$10	\$10	\$10	\$10	\$10
Activities essential to the standard curriculum: Indonesian & STEM Days \$20 (whole school); Teddy Bears Picnic \$3, Concert bus \$3 (Prep); Preparation for Puberty \$16 (5 & 6)	\$26	\$20	\$20	\$20	\$20	\$36	\$36
Total	\$196	\$180	\$180	\$179	\$179	\$195	\$195

U:\- LETTERS AND GENERAL FILES\POLICIES\2023\MPS Parent Payment Policy 2023 draft.docx

Other Contributions

Montpellier Primary School continues to welcome your voluntary contributions to support our school. The suggested amounts in the table are only a guide; any voluntary contributions will be appreciated and will go towards benefiting programs for students.

Other Contribution	Description	Tax deductible	Suggested Amount
Technology Equipment Contribution	Assists with the provision and upkeep of school devices, peripherals and ICT (eg devices owned by the school, class sets, device configuration, maintenance, server/system costs)	No	\$40
Building Fund	A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	Yes	\$50 (per family)

Extra-curricular items and activities

Montpellier PS offers a range of activities which enhance or broaden the schooling experience and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis. As cost of camps and excursions cannot be finalised until closer to the date, these costs are based on historical costs. Families will be informed of final costs via Compass Events prior to the excursions taking place.

Category	Item	Estimated cost
Camps	Year 4 – Phillip Island	\$310
	Year 6 – Oasis Camp	\$320



MONTPELLIER PRIMARY SCHOOL PARENT PAYMENT POLICY

Swimming Program	Two days of swimming and water safety program will be provided for all students at no cost to families to meet curriculum standards. In addition an eight day intensive Swimming program is offered to students as an extra-curricular user pay program.	\$70
Gymnastics Program	4 sessions	\$40
Excursions & Incursions	Held throughout the year, including Athletics, Cross Country, Interschool sport, year level excursions	TBA

BYOD iPad program 3 – 6

A 1:1 Bring Your Own Device program operates in Years 3 to 6. Parents may choose to provide an iPad for their child to use in the classroom. If parents choose not to provide an iPad, the school will make available an iPad for use in the classroom during school hours. Information will be provided to the Year 2 cohort in Term 3 2023.

Financial Support for Families

Montpellier Primary School understands that some families may experience financial difficulty and offers a range of support options. Where possible, the school will offer to assist families in the following ways: • Flexible payment plans for extra-curricular activities.

- CSEF (Camps, Sports and Excursion Fund) is available for eligible parents who hold a valid health care card or pension card. The program provides capped payments for eligible students to attend camps, sports and excursions (2022 payment was \$125). Forms are available at the office.
- Support agencies for uniforms and school curriculum materials.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Jill Bell, Business Manager, Ph: 03 5243 2521, Email: montpellier.ps@education.vic.gov.au

U:\- LETTERS AND GENERAL FILES\POLICIES\2023\MPS Parent Payment Policy 2023 draft.docx
Payment Methods

Payment Option	Explanation
COS – booklist provider	Pay for school contributions when ordering your booklist items on the COS website: www.cos.net.au (Preferred option)
BPay	Payment made directly to the school by using your Bpay biller code and Reference number. Please call the office for your Bpay biller code.
Cash, EFTPOS or credit card	Pay directly to the office or make a credit card payment over the phone.
Compass	Pay via Compass in Course Confirmations



MONTPELLIER PRIMARY SCHOOL PARENT PAYMENT POLICY

<p>Centrepay</p>	<p>You can set up Centrelink deductions out of your regular benefits to go directly to school. This can be done as a once off or regularly. You can apply for Centrepay deductions on line at: https://www.servicesaustralia.gov.au/individuals/services/centrelink/centrepay/how-use-it/set-deductions</p>
------------------	---

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 Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information

The school’s refund policy is available on our website: www.montpellierps.vic.edu.au.

REVIEW AND APPROVAL

Policy last reviewed	2023
Approved by	Principal
Communication and feedback	This policy is always accessible on the school website and feedback from the community can be directed to the school at any time for consideration.
Next scheduled review date	2024 (annual)

If changes from the Department of Education occur or if there is feedback from the community, this policy will be reviewed.

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