# DON VALLEY PRIMARY SCHOOL

**Old Don Road, Don Valley, 3139**

**Principal Lesley Gunther**
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October, 31

Dear parent/guardian,

Don Valley PS is looking forward to another great year of teaching and learning and would like to advise you of Don Valley's voluntary financial contributions for 2025.

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 provide a wider offering of curriculum learning activities and experiences. Your financial contributions assist us with the purchase of materials and equipment for art, music, physical education and other specialised subjects alongside our core subjects of English and Mathematics and other traditional classroom teaching an learning programs.

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

Yours sincerely,

*Lesley Gunther*

*Principal*

*Amy Armstrong*

*School Council President*

| **Curriculum Contributions** - items and activities that students use, or participate in, to access the Curriculum | Amount |
|---|---|
| *Classroom Consumables, Materials and Equipment*<br>**Art and Craft supplies used across all learning programs*<br>**STEM materials*<br>**Online Subscriptions*<br>**Printing and photocopying of worksheets and learning materials* | $40 |
| **Total Amount** | **$ 40** |
| | |
| **Other Contributions** - for non-curriculum items and activities | **Amount** |
| *School grounds maintenance and improvements* | $40 |
| *ICT Fund* | $50 |
| **Total Amount** | **$90** |

**Total**

| **Category** | |
|---|---|
| Curriculum Contributions | $40 |
| Other Contributions | $90 |
| **Total Contributions – payable via booklist website** | **$130** |

**Educational items for students own**

Attached is a list of items that the school recommends you purchase from booklist.officebrands.com.au/croydon for your child to individually own and use.

**Financial Support for Families**

Don Valley PS understands that some families may experience financial difficulty and offers a range of support options, including:

- Camps, Sports and Excursions Fund provides payments for eligible students to attend camps, sports and excursions
- State Schools Relief (SSR)

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

Lesley Gunther or Genevieve Walsh on 5967 3321 or don.valley.ps@education.vic.gov.au

**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.

# 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 | 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. | Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives. | 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.

# 2025 BOOKLISTS

## Open for ordering **Friday 1 November 2024**

## Last day for ordering **Friday 6 December 2024***

## ORDER ONLINE

1. ***Go to Booklist Website***
   **booklist.officebrands.com.au/croydon**
   - Enter School Access Code: **seaturtle25**
   - Select: Create an Order

2. ***Enter Details*** (Separate orders are required for each student but with single payment on completion)
   - Enter your child's name and select their year level for **2025**.

3. ***Create your order***
   - School predefined quantities for each product are displayed. Quantities can be adjusted for Optional items.
   - When finished, click on Add to Cart
   - Review your order; (click on Edit Order if required).
   - Select Checkout or Add another Student

4. ***Checkout***
   - Enter your details.
   - Delivery / Collection Details; please select Collect at School*
   - Click Next.

   **BOOK PACKS WILL BE DELIVERED TO THE CLASSROOM AND AVAILABLE ON THE FIRST DAY OF TERM 1, 2025.*

5. ***Select payment type and submit your order***
   An order confirmation will be sent to the email address on your order.

***IMPORTANT INFORMATION***

**Late orders will be accepted after 6 December 2024 but will incur a $15 late fee and may not be available for the start of school so Please do not delay.*

*Anyone experiencing financial hardship is invited to contact the school office BEFORE 6 December 2024*

We are here to help. Any problems just call us on 03 9839 8400

**Booklists by ROSS OFFICE SUPPLIES. 11 Lacey Street, Croydon, VIC 3136**