

5th December 2023

Dear Parents & Guardians,

Lysterfield Primary School is excited and looking forward to another great year of teaching and learning and would like to advise you of Lysterfield Primary School's voluntary financial contributions for 2024.

We want to assure you that all contributions are voluntary. Schools provide students with free instruction to fulfil the standard Victorian curriculum. Having said that, your financial support enables us to bridge the funding gap to maintain the facilities, resources and programs we currently provide. Parent/carer contributions along with fundraising and volunteering around the school make a huge difference to our community, and we are truly thankful for your support.

Your support in 2023 allowed us to:

- Provide high quality teaching programs and subject specific materials (English, Maths, Science, Art, Music, Languages and Physical Education)
- Hold amazing events such as our whole school production, "Aladdin"
- Continued introduction and resourcing of a new phonics-based reading program (Little Learners Love Literacy)
- Maintain sufficient class sets of phonics-based books for students to develop reading skills
- Introduce new programs such as Maths Masters
- Access online assessment tools to ensure students are taught at the appropriate level
- Provide quality wellbeing programs including Counselling, Lego Club, Calm Kids, Social skills program, Circles, Friendology and RRRR
- Maintain and develop school grounds including new play spaces, painting and carpet
- Ensure the upkeep and provision of computer devices
- Introduce MacqLit and Minilit literacy intervention programs
- Resource the Tutoring Program
- Provide a range of sporting equipment
- Affiliation to School Sport Victoria and subsequent entry to school sporting competitions
- Offer effective first aid to students

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

Yours sincerely,

Adam Wight

Principal

Nick Hubert

School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum GRADE PREP	Amount
<p><i>Classroom & Specialist consumables, materials & equipment</i></p> <ul style="list-style-type: none"> • <i>General classroom materials and equipment - shared classroom stationery, paper, posters/charts</i> • <i>Mathematics – numeracy blocks, number sheets, pattern making materials</i> • <i>English – book boxes, specialty writing papers, laminating</i> • <i>Science – chemicals</i> • <i>Visual Art – specialty paint, crayons, canvas, glitter, coloured paper</i> • <i>Performing Art – song sheets, scripts, costumes</i> • <i>Sports – equipment, ribbons, awards, certificates, laminating</i> • <i>Take home bags prep</i> <p><i>Online subscriptions</i></p> <ul style="list-style-type: none"> • <i>Mathseeds – Grades Prep to 1 / Mathletics - Grades 2 to 6</i> • <i>Essential Assessment Numeracy Grades Prep to 6</i> <p><i>Provision and upkeep of school devices, peripherals and ICT (devices owned by the school, class sets, maintenance, server/system costs, device configuration)</i></p> <p><i>Photocopying and printing for students – worksheets and learning materials</i></p>	
Total Curriculum Contributions	\$204.00
Other Contributions - for non-curriculum items and activities	Amount
<i>Sports affiliation costs - School Sports Victoria</i>	\$2.00
<i>Parent communication tool - Compass Education</i>	\$10.00
<i>Enhanced wellbeing support - Counsellor Programs such as Calm Kids, Lego Club, etc</i>	\$5.00
<i>School buildings and grounds maintenance</i>	\$35.00
<i>First aid and hygiene costs</i>	\$5.00
Total Other Contributions	\$57.00
Total PREP Category	TOTALS
Curriculum Contributions – Prep	\$204.00
Other Contributions (non-tax deductible)	\$57.00
Extra-Curricular Items & Activities	PAYG
TOTAL CONTRIBUTIONS – Prep	\$261.00

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum GRADE 1 & 2	Amount
<p><i>Classroom & Specialist consumables, materials & equipment</i></p> <ul style="list-style-type: none"> • <i>General classroom materials and equipment - shared classroom stationery, paper, posters/charts</i> • <i>Mathematics – numeracy blocks, number sheets, pattern making materials</i> • <i>English – book boxes, specialty writing papers, laminating</i> • <i>Science – chemicals</i> • <i>Visual Art – specialty paint, crayons, canvas, glitter, coloured paper</i> • <i>Performing Art – song sheets, scripts, costumes</i> • <i>Sports – equipment, ribbons, awards, certificates, laminating</i> <p><i>Online subscriptions</i></p> <ul style="list-style-type: none"> • <i>Mathseeds – Grades Prep to 1 / Mathletics - Grades 2 to 6</i> • <i>Essential Assessment Numeracy Grades Prep to 6</i> <p><i>Provision and upkeep of school devices, peripherals and ICT (devices owned by the school, class sets, maintenance, server/system costs, device configuration)</i></p> <p><i>Photocopying and printing for students – worksheets and learning materials</i></p>	
Total Curriculum Contributions	\$209.00
Other Contributions - for non-curriculum items and activities	Amount
<i>Sports affiliation costs - School Sports Victoria</i>	\$2.00
<i>Parent communication tool - Compass Education</i>	\$10.00
<i>Enhanced wellbeing support - Counsellor Programs such as Calm Kids, Lego Club, etc</i>	\$5.00
<i>School buildings and grounds maintenance</i>	\$35.00
<i>First aid and hygiene costs</i>	\$5.00
Total Other Contributions	\$57.00
Total GRADE 1 & 2 Category	TOTALS
Curriculum Contributions – Grade 1 & 2	\$209.00
Other Contributions (non-tax deductible)	\$57.00
Extra-Curricular Items & Activities	PAYG
TOTAL CONTRIBUTIONS – Grade 1 & 2	\$266.00

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
GRADE 3 & 4	
<i>Classroom & Specialist consumables, materials & equipment</i>	
<ul style="list-style-type: none"> • <i>General classroom materials and equipment - shared classroom stationery, paper, posters/charts</i> • <i>Mathematics – numeracy blocks, number sheets, pattern making materials</i> • <i>English – book boxes, specialty writing papers, laminating</i> • <i>Science – chemicals</i> • <i>Visual Art – specialty paint, crayons, canvas, glitter, coloured paper</i> • <i>Performing Art – song sheets, scripts, costumes</i> • <i>Sports – equipment, ribbons, awards, certificates, laminating</i> 	
<i>Online subscriptions</i>	
<ul style="list-style-type: none"> • <i>Mathseeds – Grades Prep to 1 / Mathletics - Grades 2 to 6</i> • <i>Essential Assessment Numeracy Grades Prep to 6</i> 	
<i>Provision and upkeep of school devices, peripherals and ICT (devices owned by the school, class sets, maintenance, server/system costs, device configuration)</i>	
<i>Photocopying and printing for students – worksheets and learning materials</i>	
Total Curriculum Contributions	\$206.00
Other Contributions - for non-curriculum items and activities	Amount
<i>Sports affiliation costs - School Sports Victoria</i>	\$2.00
<i>Parent communication tool - Compass Education</i>	\$10.00
<i>Enhanced wellbeing support - Counsellor Programs such as Calm Kids, Lego Club, etc</i>	\$5.00
<i>School buildings and grounds maintenance</i>	\$35.00
<i>First aid and hygiene costs</i>	\$5.00
Total Other Contributions	\$57.00
Total GRADE 3 & 4 Category	TOTALS
Curriculum Contributions – Grade 3 & 4	\$206.00
Other Contributions (non-tax deductible)	\$57.00
Extra-Curricular Items & Activities	PAYG
TOTAL CONTRIBUTIONS – Grade 3 & 4	\$263.00

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum GRADE 5 & 6	Amount
<p><i>Classroom & Specialist consumables, materials & equipment</i></p> <ul style="list-style-type: none"> • <i>General classroom materials and equipment - shared classroom stationery, paper, posters/charts</i> • <i>Mathematics – numeracy blocks, number sheets, pattern making materials</i> • <i>English – book boxes, specialty writing papers, laminating</i> • <i>Science – chemicals</i> • <i>Visual Art – specialty paint, crayons, canvas, glitter, coloured paper</i> • <i>Performing Art – song sheets, scripts, costumes</i> • <i>Sports – equipment, ribbons, awards, certificates, laminating</i> • <i>Student Diary</i> <p><i>Online subscriptions</i></p> <ul style="list-style-type: none"> • <i>Mathseeds – Grades Prep to 1 / Mathletics - Grades 2 to 6</i> • <i>Essential Assessment Numeracy Grades Prep to 6</i> <p><i>Provision and upkeep of school devices, peripherals and ICT (devices owned by the school, class sets, maintenance, server/system costs, device configuration)</i></p> <p><i>Photocopying and printing for students – worksheets and learning materials</i></p>	
Total Curriculum Contributions	\$196.00
Other Contributions - for non-curriculum items and activities	Amount
<i>Sports affiliation costs - School Sports Victoria</i>	\$2.00
<i>Parent communication tool - Compass Education</i>	\$10.00
<i>Enhanced wellbeing support - Counsellor ran Programs such as Calm Kids, Lego Club, etc</i>	\$5.00
<i>School buildings and grounds maintenance</i>	\$35.00
<i>First aid and hygiene costs</i>	\$5.00
Total Other Contributions	\$57.00
Total GRADE 5 & 6 Category	Totals
Curriculum Contributions – Grade 5 & 6	\$196.00
Other Contributions (non-tax deductible)	\$57.00
Extra-Curricular Items & Activities	PAYG
TOTAL CONTRIBUTIONS – Grade 5 & 6	\$253.00

Extra-Curricular Items and Activities – Pay as you go (PAYG)

Lysterfield 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. Parents and Guardians will be invited to access these activities and items on a pay as you go (PAYG) basis throughout the 2024 school year.

Families will be notified of camp costs next year, with the following camps scheduled in 2024:

Grade 6:	Canberra Tour	26 th – 30 th August 2024
Grade 5:	Anglesea Camp	16 th – 18 th October 2024
Grade 4:	Adanac Camp	7 th – 9 th October 2024

Financial Support for Families

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

- *Camps, Sports and Excursions Fund*
CSEF will be provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps, and sporting activities. If you hold a valid means-tested concession card or are a temporary foster parents, you may be eligible for CSEF. The allowance will be paid to the school for use towards expenses relating to camps, excursions, and sporting activities for the benefit of your child. CSEF cannot be used for Curriculum Contributions, Graduation or Other Contributions. The annual CSEF per student will be \$125.00 for primary school students. Applications will be made available via our newsletter and website.
- *State Schools Relief (SSR)*
Foundation students eligible for CSEF will receive a uniform package mid-year via State Schools relief. New uniform and shoes may be available for families experiencing hardship, please speak to the Business Manager or Principal.
- *Second-hand School Uniform*
Good condition second-hand uniform may be donated to our school to support our families. The Parent Association volunteers will sell good quality second-hand uniform at the beginning of each term – dates and times will be published in our newsletters.
- *Other financial support options for families*
Lysterfield Primary School has established partnerships with welfare and support agencies to assist our families.

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

Cath Champion

Ph: 03 9752 7953 | Email: catherine.campion@education.vic.gov.au

Payment methods

Our preferred method of payment is via the Compass app. Payments may be made by eftpos or cash (exact monies are required, we do not hold change) at the school office, commencing today. All classroom consumables, materials & equipment will be delivered directly to your child's 2024 classroom ready for the beginning of the school year.

Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refer to Lysterfield Primary School's Refund Policy [Refund Policy](#)

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.