

Dear Parents/Guardians

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

Firstly, I would like to thank you for all you have enabled us to do up until this time with contributions you have made.

Your financial contributions assist us with the purchasing of Art, Music, Library & Physical Education equipment and resources, which in turn, supports them to be exemplary programs. The environment and resources that we enjoy today represent the contributions made by our parent/carer community over many years.

Your support in 2024 has allowed us to provide high quality programs and specific subject materials and equipment for our Music, Art, PE, Maths & Sciences programs. With your help we have been able to maintain sufficient class sets of books for students to develop their reading skills, provide online digital subscriptions, provide individual student and bulk class supplies.

You have assisted us in expanding our ICT equipment in the school including adding another 100 Chromebooks to our laptop total. Many of our iPads are coming to the end of life and we are hoping to replace our supply so we can continue to enhance teaching and learning.

What we have at this school for our Outdoor Education Program is the envy of many secondary schools and exists only in very few primary schools. We have over 60 school bikes so that we can offer Bike Ed to Years 4, 5 & 6. The school has purchased stand up paddle boards, canoes, tents, camp marquee, cooking trailer and other trailers to transport all this equipment to camps. We are able to accommodate in excess of 120 students and staff on week-long camps. Although our program is aimed predominantly at the upper level of primary school, all year levels access this equipment throughout the year.

Our School Council is proud of the excellent quality of our facilities and resources available for our students to enjoy and few schools match the numerous programs we offer to cater for students' needs and interests. However, these do not come without some extra costs involved.

In this current economic climate, it is becoming increasingly difficult to adequately fund our programs and purchase the necessary resources. I encourage you to continue to support our school's programs and resources by making your financial contribution as detailed overleaf. Without your goodwill and payment of voluntary contributions we will have to forgo some of the rich learning opportunities that our students have been provided with to develop their learning and passion for education.

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

Yours sincerely

Graeme Vance  
PRINCIPAL

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Stationery</b> <ul style="list-style-type: none"> <li>• Prep Essential Stationery Pack                   \$40</li> <li>• Gr 1-6 Essential Stationery Pack               \$37</li> <li>  Gr 1-6 Diary   \$3</li> </ul>	\$40
<b>Classroom consumables, materials &amp; equipment</b> <ul style="list-style-type: none"> <li>• Craft materials – paint, crayons, canvas, glitter, coloured paper (\$25)</li> <li>• Science consumables (\$15)</li> <li>• Food ingredients (\$5)</li> <li>• Art – Journal &amp; materials (\$10)</li> </ul> <b>Library – Books (\$10)</b> <b>Outdoor Ed &amp; Outdoor Ed Play Equipment (\$10)</b>	\$75
<b>Online subscriptions</b> <ul style="list-style-type: none"> <li>• Online libraries (\$10)</li> <li>• Quaver Music (\$5)</li> <li>• Learning Apps (\$15)</li> </ul>	\$30
<b>ICT devices – provision of devices from the shared classroom sets</b>	\$30
<b>Whole school events</b> <ul style="list-style-type: none"> <li>• Digital Wellbeing (\$10)</li> <li>• Cultural Performances e.g. Harmony Day, NAIDOC (\$12)</li> <li>• Literacy Workshop (\$8)</li> <li>• Book Week Performance (\$10)</li> <li>• 20 Year Celebration (\$5)</li> </ul>	\$45
<b>Total Curriculum Contributions</b>	<b>\$220</b>
Other Contributions - for non-curriculum items and activities	Amount
<b>School grounds maintenance and improvements</b>	\$10
<b>Total Other Contributions</b>	<b>\$10</b>

**Additional Requirements (Bring on first day of school)**

**Prep – Yr 6 1 x library bag, 1 x school uniform hat**

School Uniform Hat: All students must wear their hats outside from August to April

Library Bag: This protects books students borrow from the school library

**Prep – Yr 3** In addition to above:

Book Bag: Students use this to protect reading books that come home.  
They can keep them from year to year once purchased.

*These items are available from Primary School Wear Uniform Shop at Unit 1, 9-11 South Link, Hampton Park. Please check hours of operation on PSW website [www.psw.com.au](http://www.psw.com.au).*

**Yr 2 – 6 1 x pencil case, 1 pack x 12 coloured pencils, 1 pack x 12 coloured textas**

With the change in fee structure, we now request families to supply these items for their child’s use in class. These items are to remain in class until the end of the year.

All other stationery items will be supplied by the school.

**Financial Support for Families**

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

- Camps, Sports and Excursions Fund
- School Saving Bonus
- State School’s Relief (uniforms)
- Second-hand uniform sale
- Establishment of flexible payment plans for camps & other activities

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

Michelle Robertson

8787 5390

[michelle.robertson@education.vic.gov.au](mailto:michelle.robertson@education.vic.gov.au)

**Total**

Category	Totals
Curriculum Contributions	\$ 220
Other Contributions <i>(Non-tax deductible)</i>	\$ 10
Extra-Curricular Items and Activities	\$ -
<b>Total</b>	<b>\$ 230</b>

## Payment methods

Parents are requested to make payment online using QKR, our online payment system accessible via smartphones, iPads, or desktop computers by **Friday 6<sup>th</sup> December 2024** by following the online instructions. It should be noted that payments may be made via credit debit or prepaid cards until 9.00 am on **Friday 6<sup>th</sup> December 2024**.

## Refunds

Parent requests for refunds of payments for camps & excursions/activities are assessed on a case-by-case basis. In the event the school deems it is reasonable and fair to do so, a refund will be provided either via a credit to the parent's account or by direct deposit into the parent's nominated bank account. Curriculum contributions are voluntary and as such will not be refunded should the student depart the school prior to the end of the school year.

## Important Dates for 2025

Tuesday 28th January 2025	Teachers' Planning Day
Wednesday 29th January 2025 - 9.00 am	Yr 1 - Yr 6 students commence
Thursday 30 <sup>th</sup> January 2025	Prep Students commence

Prep children will not be attending regular classes on Wednesdays for the first 5 weeks of Term 1 2025 to allow for required Government Prep Assessment. A timetable for Wednesday attendance for assessments will be arranged with your child's teacher. Monday, Tuesday, Thursday and Friday will be regular attendance from 9.00 am to 3.15 pm (pupils to enter classrooms at 8.45 am).

Preps will attend school every day from Monday 3rd March.

# 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.