



*The staff, parents and community of Upper Plenty Primary School  
are committed to providing a nurturing, friendly environment  
that inspires successful and confident lifelong learners.*

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26<sup>th</sup> October 2023

Dear Parent

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

Please find the following documentation attached:

- Upper Plenty Primary Schools Voluntary Contributions schedule for 2024
- Parent Payment Policy

Department of Education guidelines now mandate that schools are unable to provide parents with an invoice or statement of fees.

An individual student recommended Stationery list of Educational items for Grade levels will be sent home shortly These can be ordered from Cos Supplies for your child to individually own and use. **If you elect not to use Cos Supplies please ensure that your children come to school on the first day with the required material.**

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

Susan Egan  
Principal

Jasmin Shackleton  
President

Ph: 03 57831358

## 2024 Voluntary Financial Contributions Schedule

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
<b>CURRICULUM CONTRIBUTIONS</b> <ul style="list-style-type: none"><li>• Classroom consumables, materials &amp; equipment</li><li>• Printing and photocopying of worksheets and learning materials</li><li>• ICT Devices – provision of devices from the shared classroom sets</li><li>• Online subscriptions<ul style="list-style-type: none"><li>○ Essential Assessment</li><li>○ Digital Online Learning Programs</li></ul></li></ul>	\$70.00
<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<b>OTHER CONTRIBUTIONS</b> <ul style="list-style-type: none"><li>• Student wellbeing programs</li><li>• First aid equipment</li><li>• School grounds maintenance and improvements</li><li>• Sporting equipment</li></ul>	\$50.00

### **Curriculum Contributions**

Items and activities that students use, or participate in, to access the Curriculum, including:

- Computer applications where our students have their own individual password – At Upper Plenty Primary School we use Mathletics, Sunshine Online.
- Everyday items that your child will use in the classroom to learn the essential curriculum such as art supplies, science experiment equipment, cooking ingredients, technology materials.

### **Other Contributions**

Non-Curriculum items and activities to support the daily operation and objectives of Upper Plenty Primary School.

### **Educational items for students to own**

A list of items that the school recommends for each individual student are available in the COS Upper Plenty Primary School Parent Portal . Items can be purchased from Cos Supplies for your child to individually own and use. If you elect not to purchase the Stationery Pack through Cos supplies, please ensure children come to school on the first day with the required materials from a supplier of your choice.

**The Diary and Resilience Books will be distributed by each classroom teacher. If you do not purchase these items through COS they can be purchased at the school after the 29<sup>th</sup> January 2024**

### Online Ordering Procedure

Go to [www.parent.cos.net.au](http://www.parent.cos.net.au) – Click on **School Packs**

Enter User name: [upperplentyprimary@cos.net.au](mailto:upperplentyprimary@cos.net.au) & Password:

**FREE HOME DELIVERY IF ORDERED BEFORE 4<sup>th</sup> DECEMBER**

Select the correct year level for your student. Enter your student's name and place your order. Payment must be made during the online ordering process using a credit card or debit card.

### Extra-Curricular (OPTIONAL) Items and Activities

Upper Plenty Primary School offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis. Details of these items and activities will be provided to students and families throughout the year.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
Life Ed Van	TBA	
Other optional camps, excursions and incursions to be scheduled	TBA	
<b>Total Extra-curricular Items and Activities</b>		<b>\$TBA</b>

### Financial Support for Families

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

- State Schools' Relief provides financial support for eligible families to purchase clothing/uniforms at a reduced rate
- Camps, Sports and Excursions Fund provides payments for eligible students to attend camps, sports and excursions

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Sue Egan, Principal or Gail O'Donnell, Business Manager on 03 57 831 358 , or email [upper.plenty.ps@education.vic.gov.au](mailto:upper.plenty.ps@education.vic.gov.au)

### Payment methods

Parent contributions towards the requested payments is essential to maintain the quality of education that we provide at Upper Plenty Primary School. Our preferred method of payment is via Direct Debit.

#### \*Direct Deposit

**BSB 083 001**

**Account 92 466 6216**

**Reference: Child's name**

**\*Pay in person at the School Office by EFTPOS OR CHEQUE**

**\*Centrepay**

**\*COS**

**You also have the option to pay the voluntary contribution directly to COS who will then transfer the funds directly to the school on your behalf**

**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.