



# CHELTENHAM EAST PRIMARY SCHOOL

4<sup>th</sup> November 2022

Dear Parent/Guardian,

Cheltenham East Primary School is looking forward to another great year of teaching and learning and would like to advise you of our school's voluntary financial contributions for 2023.

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 an enriched learning and teaching program for every student which is highly valued by our school community. At CEPS we design and develop learning and teaching programs drawing on the best educational knowledge and practices and strive to offer broad and enriched opportunities to students that are above and beyond what is required in the standard curriculum, and which is provided for by Government funding. Your recent support has allowed us to:

- Offer a wide range of subjects and special curriculum experiences for our students across all year levels, in particular through the purchase of quality art, music and physical education equipment and resources
- Upgrade and purchase additional IT devices providing enhanced digital learning opportunities
- Provide a high-quality Science, Technology, Engineering, Arts and Mathematics (STEAM) program. Our recent purchase of robots for classroom use has been well received
- Continue the upkeep and maintenance of our school grounds and employ a handyman, ensuring a safe and attractive environment for all who use the facilities
- Replace old and broken furniture
- Provide assistance to families in need

Please find the schedule for your child's voluntary financial contributions for 2023 attached. This is provided to families prior to the end of the school year for planning purposes only. Payments can be made from Term 1, 2023. **No curriculum contribution payments are required in 2022.**

**Please note** however, that your stationery order must be completed by **Monday 20<sup>th</sup> December 2023**. This list is available from Maxim Office Group (see the attachment to this letter for full details). All stationery will be delivered directly to the school, in readiness for the 2023 school year.

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**CHELTENHAM EAST PRIMARY SCHOOL No. 4754** ABN 74 562 082 313

Silver Street Cheltenham Victoria 3192 Phone 03 9583 5746

Email [cheltenham.east.ps@education.vic.gov.au](mailto:cheltenham.east.ps@education.vic.gov.au) Web [www.cheltenhameast.vic.edu.au](http://www.cheltenhameast.vic.edu.au)

## Financial Support for Families

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

- the Camps, Sports and Excursions Fund which provides payments for eligible students to attend camps, sports, and excursions for eligible healthcare card holders
- State Schools Relief which provides financial support for eligible families to purchase clothing/uniforms at a reduced rate
- Individual payment plans are available, on request for Extra-Curricular Items and Activities

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Sue Chase, Business Manager on 03 9583 5746, or email: [susan.chase@education.vic.gov.au](mailto:susan.chase@education.vic.gov.au).

## Payment methods

Department of Education guidelines mandate that schools are unable to provide parents with a statement of fees. All information regarding financial contributions will be communicated through Sentral with reminders via Dojo, as outlined below.

There are a choice of payment options available through the school:

- Sentral (preferred method)
- EFTPOS facility (at the school office or over the phone)

Further information regarding payments will be made available via Sentral and Dojo at the commencement of the 2023 school year. **No payments are required in 2022.**

## 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.

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

Yours sincerely



Leisel Ward  
Acting Principal



Hayley Rogers  
School Council President



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><i>Classroom consumables, materials &amp; equipment</i></p> <ul style="list-style-type: none"> <li>• Art (\$30) – paint, crayons, canvas, glitter, coloured paper, glue, card, wool, material, wood, beading</li> <li>• Italian (\$5) – workbooks, pencils, crayons, glue sticks, craft materials</li> <li>• STEAM (Science, Technology, Engineering, Arts and Mathematics) (\$20) – craft materials, science exercise book/design book, supplies for experiments, cooking ingredients, gardening supplies, sustainability consumables</li> <li>• Classroom – (\$30) construction materials, Resilience Project journal, cover paper, sticky tape, blu tack, grips, highlighters, board games, educational toys</li> <li>• Book bag (retained from Foundation)</li> </ul>	\$85
<p><i>Digital and online subscriptions for learning</i></p> <ul style="list-style-type: none"> <li>• Mathletics (\$13)</li> <li>• Online subscription for reading (\$15)</li> </ul>	\$28
<p><i>Year 2 ICT Devices</i></p> <ul style="list-style-type: none"> <li>• Provision of devices from shared classroom sets (\$10)</li> </ul>	\$10
<p><i>Assessments</i></p> <ul style="list-style-type: none"> <li>• Essential Assessments</li> </ul>	\$12.50
<p><i>Photocopying and printing of worksheets and learning materials</i></p>	\$10
<p><b>Total Curriculum Contributions</b></p>	<b>\$145.50</b>
Other Contributions - for non-curriculum items and activities	Amount
<p><i>Student wellbeing programs: CEPS Kids are Friendly Kids, SWPBS, The Resilience Project</i></p>	\$25
<p><i>STEAM: Contributions enable the school to purchase materials and devices that will enhance the learning of all students. (Please nominate an amount, suggested <b><u>\$50 per family</u></b>)</i></p>	\$
<p><i>School grounds maintenance and improvements. (Please nominate an amount, suggested <b><u>\$30 per family</u></b>)</i></p>	\$
<p><i>Student Assistance: Contributions help the school to provide extra-curricular items and activities to families due to demonstrated financial hardship. (Please nominate an amount, suggested <b><u>\$20 per family</u></b>)</i></p>	\$
<p><b>Total Other Contributions</b></p>	<b>\$</b>
Educational items for students to own – individual student booklist items	
<p>Attached is an information sheet from Maxim Office Group with a link to a stationery list of items that the school recommends you purchase for your child to use in the classroom. Stationery orders must be completed by <b>Monday 20<sup>th</sup> December 2022</b>. All stationery orders will be delivered directly to the school, in readiness for the 2023 school year.</p>	

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
Cheltenham East 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. <i>Details of these items and activities will be provided to students and families throughout the year. Please ensure payment is made to the school by the dates requested for your child to participate.</i>		
Optional incursions, to be scheduled, e.g., Taskworks, Wild Action	\$ TBC	
Optional excursions, to be scheduled, e.g., Community Walk, Melbourne Aquarium, Learn to Swim Program	\$ TBC	
<b>Total Extra-curricular Items and Activities</b>	<b>\$ TBC</b>	

Total	Amount
Curriculum Contributions	\$ 145.50
Other Contributions	\$
Educational items for students to own – booklist (order & pay separately)	
Extra-Curricular Items and Activities	\$ TBC
<b>TOTAL – PAY VIA FAMILY ACCOUNT ON SENTRAL</b>	<b>\$</b>

~ Online at: <https://sentral.cheltenhameast.vic.edu.au/portal2/#!/login>

~ Sentral app





## HOW TO ORDER ONLINE WITH MAXIM OFFICE GROUP PTY LTD

Dear Parents

Many thanks for supporting Cheltenham East Primary School with the online portal. We have partnered with Maxim Office Group to ensure a seamless school start for 2023. Packs will be delivered to the school for your child/ren.

If you have any questions, please call Maxim on 1800 25 35 35 and press option 1.

### PLEASE NOTE:

Orders must be placed by **Monday 20<sup>th</sup> December 2022** to ensure delivery is on time.

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: **CHELTENEAS**  
*\*Please note this is capital sensitive. Please enter code as displayed above.*
3. Select the year level required for order
4. Please ensure that the students' name, your name and contact details are given and correct
5. Select 'Place order'
6. If purchasing more than one booklist, please select 'Add another booklist' and follow the same procedure from step 3
7. Select 'Proceed to payment options'
8. Your total payment amount required will display on screen
9. Select 'Pay Now'
10. Please choose your check-out option – Credit/Direct Debit available. Ensure payment details are correctly entered
11. You will receive a payment receipt, and an order confirmation to the email address you provided
12. Your child's pack/s will be delivered to the school

Thank you.  
Maxim Office Group Pty Ltd

# 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.