



# CHELTENHAM EAST PRIMARY SCHOOL

8<sup>th</sup> November 2024

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 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. This financial support ensures that we can continue to provide the excellent range of facilities and resources for your children.

Your 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
- Continually resource and restock literacy books and library books
- Continue the upkeep and maintenance of our school grounds, 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 2025 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, 2025. **No curriculum contribution payments are required in 2024.**

**Please note** that your booklist (stationery order) must be completed separately to your Parent Payments. See the attached flyer from Officeworks for full details. The School List Service through Officeworks is open now and is available until **2<sup>nd</sup> February 2025.**

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

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## 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 the parent portal.

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 at the commencement of the 2025 school year. **No payments are required in 2024.**

## 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



Robert Ridgway  
Principal



Hayley Rogers  
School Council President



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Classroom consumables, materials &amp; equipment</i> <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) (\$15) – craft materials, science exercise book/design book, supplies for experiments, cooking ingredients, gardening supplies, sustainability consumables</li> <li>• Classroom – (\$30) Cover paper, sticky tape, blu tack, highlighters, board games, project materials, classroom libraries and readers</li> <li>• PE/Sport (\$10) – sports equipment replacement and maintenance</li> </ul>	\$90
<i>Digital and online subscriptions for learning</i> <ul style="list-style-type: none"> <li>• Mathletics (\$13.50)</li> </ul>	\$13.50
<i>Year 4 ICT Devices</i> <ul style="list-style-type: none"> <li>• Provision of devices from shared classroom sets (\$10)</li> </ul>	\$10
<i>Assessments</i> <ul style="list-style-type: none"> <li>• PAT English &amp; Maths (Department funded for 2025)</li> </ul>	
<i>Photocopying and printing of worksheets and learning materials</i>	\$10
<b>Total Curriculum Contributions</b>	<b>\$123.50</b>
Other Contributions - for non-curriculum items and activities	Amount
<i>Student wellbeing programs: CEPS Kids are Friendly Kids, SWPBS</i>	\$10
<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>\$30 per family</b>)</i>	\$
<i>School grounds maintenance and improvements. (Please nominate an amount, suggested <b>\$50 per family</b>)</i>	\$
<i>Library maintenance and enhancement (Please nominate an amount, suggested <b>\$10 per family</b>)</i>	\$
<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>\$10 per family</b>)</i>	\$
<b>Total Other Contributions</b>	<b>\$</b>

### Educational items for students to own – individual student booklist items

Attached is an information sheet from Officeworks 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 6<sup>th</sup> January 2025 to ensure delivery by Term 1.](#)

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., African Drumming (approx. \$13), Bricks 4 Kids (approx. \$28) NB: Not all these activities are confirmed, and some may change. Costs are approximate	\$ TBC	
Optional excursions, to be scheduled, e.g., Scienceworks (approx. \$32), Learn to Swim Program (approx. \$150) NB: Not all these activities are confirmed, and some may change. Costs are approximate	\$ TBC	
Optional camp – Phillip Island Camp (approx. \$385), 10 <sup>th</sup> – 12 <sup>th</sup> December 2025 – further details & costings to be provided in Term 3 2025	\$ TBC	
<b>Total Extra-curricular Items and Activities (approx. \$608)</b>	<b>\$ TBC</b>	

Total	Amount
Curriculum Contributions	\$ 123.50
Other Contributions	\$
Educational items for students to own – booklist (order & pay separately)	
Extra-Curricular Items and Activities <i>*approximate figure only</i>	\$ 608*
<b>TOTAL – PAY VIA FAMILY ACCOUNT ON SENTRAL</b>	<b>\$</b>

~ Online at: <https://cheltenhameast.sentral.com.au>

~ Sentral app



~ Officeworks for booklist items at: [officeworks.com.au/booklist](https://officeworks.com.au/booklist)

# Get ready for **Back to School 2025** with Officeworks School List Service

We are delighted to announce that your school has chosen to partner with Officeworks for your 2025 booklist requirements.



Please scan the QR code to watch our [quick how-to video](#), or follow the below steps to complete the booklist process for your student/s for 2025.

## How to Order:

1. Go to the School List Service [officeworks.com.au/booklist](https://officeworks.com.au/booklist)
2. Search and select your student's state, school and year level.
3. Enter your student's name, set your location for either Delivery or Click & Collect, and review the booklist determined by your school. You can change quantities, colours, or remove an item entirely. Only order what you need for the new school year.
4. Once you're ready, hit the "Add selected to cart" button. You can now add any extra items to your cart from the Officeworks website, such as lunchboxes or drink bottles.
5. Choose Home Delivery or Click & Collect.
6. Pay for your order.



## We have flexible delivery and payment options to suit your needs.



### Deliver to door, or pick up in store.

With home delivery and free Click & Collect you can pick the option that suits you.



### You can buy now, pay later.

Officeworks offers a variety of payment methods for your convenience.

# Additional information & key dates:

- The School List Service is available November 2024 – 2 February 2025.
- Place your order by **6 January 2025** to ensure delivery by Term 1.
- School List Service prices are available online only and not applicable in-store.
- Raise separate orders for each student's school list if separate packing is required, otherwise all ordered items will be consolidated.
- Direct any queries relating to Voluntary Contributions to your school.
- Orders >\$65 in metro locations are delivered free of charge. For full delivery terms and conditions please refer to [officeworks.com.au/delivery](https://www.officeworks.com.au/delivery)
- If an item is not in stock when ordering, a substitute product will be offered.
- If an item becomes unavailable after ordering, it will be cancelled, and an email notification and refund will be issued.
- Visit [officeworks.com.au/contact-us](https://www.officeworks.com.au/contact-us) for any delivery/order related enquiry.

# 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.