



# TOORAK PRIMARY SCHOOL

Canterbury Road Toorak Victoria 3142

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ABN: 42983436032

28<sup>th</sup> November, 2022

Dear Parents/Guardians,

We write to advise you of the school's Parent Payment Schedule for 2023 which includes suggested voluntary financial contributions, suggested tax deductible contributions and extra-curriculum payments for 2023.

Schools provide students with free instruction to fulfil the standard Victorian curriculum. To enhance the learning tools, resources and facilities that provide the high-quality educational programs offered at the school, Toorak Primary relies on financial contributions made by families each year.

Toorak Primary invites families to make a voluntary contribution, also known as the 'book list payment' to ensure all students have access to the same materials and resources in the classroom, as well as access to additional learning materials, student support services and IT technical support. Some schools provide a list to families of all the items that need to be purchased for the start of the school year and request they purchase those items individually. Our school has found that by purchasing the items on behalf of families, each student has the same materials and that teachers can tailor resources to their needs. This is more economical and equitable and provides funding for additional specialised materials to be included in the curriculum.

Parents also can make a tax-deductible contribution to the Building Fund and Library Fund, which supplements funds received from the government and fundraising for general upkeep of the school.

Extra-curricular activities such as excursions, swimming lessons and camps are offered by the school on a user pays basis at an additional cost to families, which can either be paid up front or throughout the year.

## **Financial Support for Families**

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

- The sale of well-priced and well-maintained uniforms through the Second-hand Uniform stall.
- The Camps, Sports and Excursions Fund for eligible students.
- The provision of new uniforms through State Schools Relief
- Stonnington City Council also offers many services and can be contacted on 03 8290 1333.

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

*Toni Hillyer, Business Manager or Roxana Brito, Accounts Manager.*

Ph: 03 9827 2959 Email: [Toorak.ps@education.vic.gov.au](mailto:Toorak.ps@education.vic.gov.au)

## **Payment Methods**

The preferred method of payment for Toorak Primary is via Compass. Payment can also be made by C/Card, Eftpos or Bpay

## **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.

- Before a refund request can be processed, either the original receipt is to be produced or the receipt number is to be identified, and the refund must be approved by the Business Manager.
- A reimbursement form with parent's bank details must be filled out and any relevant documentation attached.
- The family may authorise a credit to be placed on to the family account statement.

Please find the fee schedule for 2023 attached. Toorak Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

Yours sincerely,

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Sharon Wildermuth  
Acting Principal

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Alicia Brown  
School Council President



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## Parent Payments 2023

<b>Curriculum Contributions (Voluntary Booklist Payment)</b>	<b>Cost</b>
Items and activities that students use, or participate in, to access the Curriculum. These items and activities are essential for your child to learn the standard curriculum. We purchase these items in bulk, so every child has the same supplies, and no child goes without.	
<ul style="list-style-type: none"> <li><b>Student Classroom Stationery</b> - Pens, pencils, markers, crayons, rulers, blu tack, writing paper, writing books, erasers, scrap books, glue sticks, stickers, paints, craft supplies, pipe cleaners, laminating pouches, tapes, labels, pins, binders, files &amp; folders, cards, sheet protectors, work books, diaries, ruled paper, note pads, stapler, staples, scissors, certificates, exercise books, pencil cases, display books, pencil sharpeners and any other items used in the classroom or taken home. Printing and photocopying of worksheets and learning materials</li> </ul>	\$230
<ul style="list-style-type: none"> <li><b>Art supplies</b> - cardboard, glue, canvas, sticky tape, clay, textas, crayons, paints, glitter, coloured paper, clay</li> <li><b>Mathematics</b> – numeracy equipment and games</li> <li><b>English</b> – class sets, take home readers, books</li> <li><b>Sports</b> – soccer, basketball, football equipment, cricket bats &amp; balls</li> <li><b>Library</b> – Take home library satchels</li> <li><b>LOTE</b>- Linguascope subscription and stationery for LOTE program</li> <li><b>Music</b>– music books and stationery for music program</li> </ul>	\$110
<b>Online Subscriptions</b> <ul style="list-style-type: none"> <li>Mathletics</li> <li>My Numeracy</li> <li>Phonics Play</li> <li>Seesaw</li> <li>Wushka Reading</li> <li>MultiLit</li> </ul>	\$60
ICT Devices – provision of devices from the shared classroom sets i.e., iPads	\$50.00
<b>Total Amount</b>	<b>\$450.00</b>
<b>Other Contributions - for non-curriculum items and activities</b>	<b>Cost</b>
<b>First Aid Contribution</b> – There is a high level of communication with parents required by school in relation to First Aid as well as increasing levels of documentation required for compliance purposes. The school has chosen to have an allocated staff member to facilitate a high level First Aid/Student Health service at the school. This levy will go towards supporting the First Aid service within the school.	Suggested contribution \$30.00
<b>Student wellbeing Contribution</b> – TPS has a dedicated Student Wellbeing Officer 3 days a week. Their role is to support individual student wellbeing and coordinate various programs across the school. Our wellbeing program includes the engagement of professionals such as a Speech Therapist and Occupational Therapist. Your contribution supports us in developing our knowledge of the many different student needs and the best approach to assist them and their families. Student Wellbeing has never been more important than it is right now. TPS is committed to supporting all our students and families in reconnecting with each other as we continue to move forward from the last 2 years of lockdowns and hardship.	Suggested contribution \$50.00
<b>Musical Contribution</b> - Toorak Primary School plans to put on a School Musical in 2023, as it does every two years. This is a major financial and organisational undertaking for the school with costs not able to be covered by ticket sales alone.	Suggested contribution \$50.00
<b>School Maintenance Contribution</b> – Toorak Primary School is committed to maintaining and improving our school and grounds to a high level. The school has a dedicated maintenance officer who maintains our buildings and grounds in excellent condition.	Suggested contribution \$50.00
<b>School Community Hardship Fund</b> – To assist students of families who are experiencing financial hardship by helping to fund camps, excursions, and swimming programs.	Suggested contribution \$50.00
<b>Total Amount</b>	<b>\$</b>



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## Parent Payments 2023

<b>Tax deductible Contributions</b>	<b>Amt</b>
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	Suggested contribution \$80.00
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	Suggested contribution \$60.00
<b>Extra-Curricular Items and Activities</b>	<b>Amt</b>
<p>Toorak Primary School offers a range of items and activities that enhance or broaden the schooling experience of students. These activities or services are offered in addition to the standard curriculum program. These are provided on a user-pays basis. If parents wish to access these activities, payment is required.</p> <p>**Swimming for all year levels will be charged once dates have been confirmed.</p> <p>**School Photos - available Feb/Mar.</p>	
<b>School Yearbook</b> – available in December.	\$25.00
<b>Excursions/Incursions</b>	
Excursion Levy Prep (Foundation)	\$150.00
Excursion Levy Year 1	\$130.00
Excursion Levy Year 2	\$130.00
Excursion Levy Year 3	\$150.00
Excursion Levy Year 4	\$150.00
Excursion Levy Year 5	\$180.00
Excursion Levy Year 6	\$180.00

Curriculum Contributions	\$
Other Contributions	\$
Tax Deductible Contributions	\$
Extra-Curricular Items and Activities (Excursion Levy per child)	\$
<b>TOTAL</b>	<b>\$</b>