



# Silvan Primary School

School No. 1801  
269 Monbulk Rd, Silvan, Victoria 3795  
Telephone: (03) 9737 9258  
Email: [silvan.ps@education.vic.gov.au](mailto:silvan.ps@education.vic.gov.au)  
Website: [www.silvanps.vic.edu.au](http://www.silvanps.vic.edu.au)

Principal: *Damian Turchett*

Dear parent/guardian,

Silvan 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 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.

Within our school this support has allowed us to provide students with all materials, curriculum programs, and facilities to provide our students with the best possible learning environment.

Parent contributions has allowed us to provide a wider offering of subjects and special curriculum experiences, enhanced digital learning opportunities and the maintenance of our beautiful grounds.

Your contribution is of vital importance in providing our students with high quality teaching and classroom settings, information technology equipment and facilities to ensure the best possible learning outcomes for all our students. We have made every effort to keep the cost of items and activities to a minimum and affordable for all families.

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

Yours sincerely,

DAMIAN TIRCHETT  
*Principal*

DANIEL SVAK  
*School Council President*

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum - per student		Amount
Curriculum Contributions	<i>Classroom consumables, materials &amp; equipment per student</i> <ul style="list-style-type: none"> <li>• <u>Student Stationary</u> May include (but not limited to) marker pens, pencils, twist crayons, pencil sharpener, triangular coloured pencils, glue, pencil case, eraser, exercise books, reading journal, scrapbook, project book, handwriting book, display book etc.</li> <li>• <u>Classroom Consumables</u> includes all workbooks, book box and additional stationery &amp; items used within classroom</li> <li>• <u>Specialist Class Consumables and equipment -</u> Art, German, Physical Education, and Library Including (but not limited to) learning journals, scrapbooks, resources, paper, clay, textiles, paint. etc.</li> </ul>	\$70.00
	<i>Online Subscriptions</i> <ul style="list-style-type: none"> <li>• Sound Waves</li> <li>• Essential Assessments</li> <li>• Reading Eggs</li> <li>• Maths Trek</li> <li>• Writing Legends</li> <li>• Brightpath Progress Writing</li> <li>• Inquisitive</li> </ul>	\$135
	<i>ICT Devices &amp; Equipment</i> <ul style="list-style-type: none"> <li>• provision and maintenance of devices &amp; equipment from the shared classroom and school sets</li> </ul>	\$55
	<i>Printing and photocopying of learning materials</i>	\$30
	<i>MARC Van – Library</i>	\$15
	<i>Cooking Program</i> <ul style="list-style-type: none"> <li>• The provision of cooking ingredients and consumables</li> </ul>	\$129.60
	<b>Curriculum Contributions Total Amount</b>	<b>\$434.60</b>
	<b>Other Contributions - for non-curriculum items and activities – per student</b>	
Other Contributions	<i>School grounds maintenance and improvements</i>	\$20
	<i>First aid equipment</i>	\$10
	<i>Affiliations</i> <ul style="list-style-type: none"> <li>• UYPSSA</li> <li>• Revert</li> </ul>	\$5.40
	<i>Student Wellbeing programs</i>	\$15
	<b>Other Contributions Total Amount</b>	<b>\$50.40</b>
	<b>TOTAL</b>	<b>\$485.00</b>

## Extra-Curricular Items and Activities

*Silvan 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.

Extra-Curricular	Extra-Curricular Items and Activities	Amount
	<i>Excursions/incursions/Activities</i> Payment for excursion, incursions, and other school activities throughout the year will be requested at the time on a user-pays basis.	\$TBA
	<b>Total Extra-curricular Items and Activities</b>	<b>\$TBA</b>

## Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- payment plans for Extra-Curricular Items and Activities.
- uniform support from State Schools Relief

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

Damian Tirchett - Principal or Catherine Gerace – Business Manager to discuss support options.

Ph: 03 9737 9258 / Email: [silvan.ps@education.vic.gov.au](mailto:silvan.ps@education.vic.gov.au)

## Payment methods

### *Cash / Cheque / Bank Transfer*

Banking details: Silvan Primary School

Bank: **Bendigo Bank** | Account Name: **Silvan Primary School Official**  
BSB: **633-000** | Account No: **150-069-482**

**Please use your family name & 'FEES' as reference.**

Keep the school's banking details handy for any future payments of camps, excursion, and other activities.

## 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.*

# 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.



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## 2024 Parent Payments Fee Schedule

For 2024 we are offering a discount to families with multiple children of \$100 off the full fee, totalling \$385 to the 2<sup>nd</sup> and any additional children.

Families with multiple children still may wish to pay the full amount for each child should they choose.

If you elect to pay the discounted amount, please indicate in the table below.

Family: \_\_\_\_\_

1. StudentName: \_\_\_\_\_ Year Level \_\_\_\_\_

Category	
Curriculum Contributions	\$
Other Contributions	\$
TOTAL	

2. StudentName: \_\_\_\_\_ Year Level \_\_\_\_\_

Category	
Curriculum Contributions	\$
Other Contributions	\$
<input type="checkbox"/> I will pay the full amount TOTAL	\$
<input type="checkbox"/> I wish to apply the discounted amount to my child	\$100
TOTAL	\$

3. StudentName: \_\_\_\_\_ Year Level \_\_\_\_\_

Category	
Curriculum Contributions	\$
Other Contributions	\$
<input type="checkbox"/> I will pay the full amount TOTAL	\$
<input type="checkbox"/> I wish to apply the discounted amount to my child	\$100
TOTAL PAYMENT AMOUNT	\$

### Payment methods

Please tick  payment method: *Cash*  *Cheque*  *Bank Transfer*  Date of Bank Transfer: \_\_\_\_\_

Banking details: Silvan Primary School

Bank: **Bendigo Bank**

BSB: **633-000**

REF: **Family name & 'FEES'**

Account Name: **Silvan Primary School Official**

Account No: **150-069-482**

**Total amount being paid \$ \_\_\_\_\_**



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## NOTE:

Parents can indicate that they wish to contribute a certain amount towards curriculum contributions or wish to pay a specific amount more than once over a period of time or parents may wish to contribute additional payments to the suggested amount.

Please indicate below if you will be making any special arrangement.

Contributing a certain amount  Please specify:

Pay more than once over time  Please specify:

Make an addition payment  Please specify:

**Silvan Primary School would like to thank all parents who are able to contribute towards the school this year.**

Your contributions go specifically towards items and activities that will help improve your child's educational experience and learning.

If you are unable or choose not to make financial contributions, your child will not be disadvantaged or denied access to the resources required to deliver the curriculum.

*Thank you for supporting Silvan Primary School.*

**Our School Values are: *Character* | *Courage* | *Wisdom* | *Strength* | *Equality***