



# 2023 PARENT PAYMENT ARRANGEMENTS

Dear Parent/Guardian,

Lethbridge Primary School is looking forward to another great year of teaching and learning and would like to advise you of our 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:

- arrange Visiting Artist incursions,
- substitute swimming programs,
- provide enhanced digital technology materials
- purchase books to increase our school library.

Please find below Lethbridge Primary School's voluntary financial contributions schedule for 2023, which includes an overview of what your contributions will support.

In preparation for 2023, we have worked with Kookaburra Educational Resources to make arrangements for student essential items. Parents can order book packs online through the Kookaburra parent portal. All items ordered through Kookaburra by families will be individually packed and delivered directly to the school for the beginning of the school year. (NB: This method avoids postage costs for families). Lethbridge Primary School have worked hard with Kookaburra to offer a suitable pack of items tailored to your child's learning area at a very competitive price, whilst maintaining the quality of items supplied. You may choose to purchase these items elsewhere; however, we ask that you select the same items (brands & sizes) where possible and bring all items to school on the first day of the 2023 school year.

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

Yours sincerely,  
Chelsey Marks  
Principal

Alex James  
School Council President

# 2023 PARENT PAYMENT ARRANGEMENTS

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><b>Classroom consumables, materials &amp; equipment</b></p> <ul style="list-style-type: none"> <li>• The Arts: paint, craft materials, coloured paper, cardboard</li> <li>• STEM: coding equipment, science equipment</li> <li>• Mathematics: mathematics resource kits, counters, calculators</li> <li>• Literacy: shared book sets, mentor texts</li> <li>• Physical Education: sports equipment</li> <li>• Italian: bi-lingual texts, cultural resources</li> </ul>	\$60
<p><b>Online subscriptions</b></p> <ul style="list-style-type: none"> <li>• <i>ACER</i></li> </ul> <p>ACER is an online assessment tool used to measure a student’s knowledge, skills and understanding in Literacy and Mathematics. This assessment helps to pinpoint where a student is in their individual learning journey and what they need in order to progress. This assessment provides data to identify points for learning, targeted teaching and monitors learning growth.</p> <ul style="list-style-type: none"> <li>• <i>Essential Assessment</i></li> </ul> <p>Essential Assessment is an online tool used to support formative and summative assessment. This assessment platform aligns with our teaching and learning program through structured diagnostic assessment. Using the data that this platform collects allows teachers to differentiate for the learning needs of each student.</p>	\$30
<p><b>MARC Van</b></p> <p>The Mobile Area Resource Centre (MARC Van) is a small mobile library. The Van visits a small group of schools on the outskirts of Geelong on a two week rotation. The MARC Van is filled with picture books, fictional novels, non-fiction books for students to borrow.</p> <p>MARC lessons allow students to share a book and connect their thinking with other areas of the curriculum.</p> <p>Our teachers work closely with the MARC Van teacher to communicate learning foci from the classroom to ensure this can be revisited during MARC sessions.</p>	\$20
<p><b>Visiting Artist Incursion</b></p>	\$10
<b>Total Curriculum Contributions</b>	<b>\$120</b>

### Educational items for students to own

Attached is a list of items that the school recommends you purchase from Kookaburra for your child to individually own and use.

### Extra-Curricular Items and Activities

Lethbridge 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.

As events are finalised throughout 2023 we will make contact with families sharing specific information for each event.



# 2023 PARENT PAYMENT ARRANGEMENTS

Extra-Curricular Items and Activities	Amount
<i>Optional Camp</i>	\$350 (approximate)
<i>Optional District and Regional Sporting Events</i>	\$10 (approximate, per event)
<i>Optional Interschool sports program</i>	\$TBC
<i>Optional Year 6 Commemorative T-shirt</i>	\$40 (approximate)
<b>Total Extra-Curricular Items and Activities</b>	<b>\$</b>

### Financial Support for Families

Lethbridge Primary School understands that some families may experience financial difficulty and offers a range of support options, including the Camps, Sports and Excursions Fund and payment plans. For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Julie Rieck  
Ph: 03 5281 7214

### Total

Category	Totals
Curriculum Contributions	\$ 120
Other Contributions	\$ NIL
Extra-Curricular Items and Activities	\$ Variable cost, user-pays basis
<b>Total</b>	<b>\$</b>

### Payment methods

Payments can be made over the phone between 9am and 3.30pm. Credit card and EFTPOS facilities are available. Please contact us by phone for a reference number if you wish to pay by 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.

# 2023 PARENT PAYMENT ARRANGEMENTS

## Educational items for students to own – Individual Student Book Packs

Lethbridge Primary School is looking forward to another great year of teaching and learning and would like to advise you of our Book Pack arrangements for students in 2023.

To prepare for 2023, families are now able to order their child's book pack through Kookaburra Educational Resources. All Items ordered through Kookaburra by families will be individually packed and delivered directly to the school for the beginning of the school year. (NB: This method avoids postage costs for families). Lethbridge Primary School have worked hard with Kookaburra to offer a suitable pack of items tailored to your child's learning area at a very competitive price, whilst maintaining the quality of items supplied. You may choose to purchase these items elsewhere; however, we ask that you select the same items (brands & sizes) where possible and bring all items to school on the first day of the 2023 school year.

*For students in Years 1 to 6 in 2023, families have the option of selecting individual items from the book list as opposed to purchasing the entire pack. This may be relevant for students who do not require brand new items such as a pencil case.*

It is recommended that families order their child's book pack prior to Sunday December 11 to avoid a late fee.

Please see the below instructions to order your child's book pack for 2023.



Go to: [www.kookaburra.com.au/login](http://www.kookaburra.com.au/login)

**Username: LETHB003**

(the last three characters are numeric)

**Password: Student23**

1. Select 'Student Packs'
2. Select your child's 2023 Year Level
3. Click to enter the quantity of packs required (Years 1-6)
4. Click 'Add selected items to cart'
5. If you have another child to purchase for, select their 2023 year level from the drop down menu and add their pack.
6. When you have finished shopping for your children, click on the car icon in the header to go to the cart and complete your order.
7. Review your cart, then click 'Continue to Checkout'
8. Select School Delivery method from the drop-down menu
9. Complete your child/children's names under 'Student Information'
10. Add your phone number
11. Click 'Continue to Payment'
12. Select your payment method and click 'Process Payment'
13. An order confirmation will be emailed to you.



# 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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) and the Victorian Pathways Certificate.
- 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.