



# Launching Place Primary School

CARTER STREET, LAUNCHING PLACE 3139

Ph: 03 5964 7783 Fax: 03 5964 6171 email: [launching.place.ps@education.vic.gov.au](mailto:launching.place.ps@education.vic.gov.au)

Dear Parents/Guardians,

Launching Place 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.

- items students consume or take possession of are accurately costed
- contribution requests are broadly itemised within the appropriate category
- parents/carers are advised that they have the option of purchasing equivalent educational items for students own use themselves, in consultation with the school
- the status and details of any financial arrangements are kept confidential and only shared with relevant school personnel
- invoices/statements for unpaid optional items accepted by parents are not generated more than once a term or according to the parent payment arrangement with the school.

Within our school this support has allowed us to ensure a wider offering of subjects and special curriculum experiences;

- enhanced digital capacity with the purchase of new servers and iPads.
- affiliations to enhanced learning programs VCOP, Maths 300 and many more.
- comprehensive communication applications allowing easier communications between parents/guardians and teachers.
- extended sporting opportunities for students to engage in extra-curricular team sports and individual sporting interests.
- Improved grounds and covered area for students and the wider community to enjoy, including an outdoor classroom setting.
- Excursions catered toward Leadership Growth in our senior student cohort.
- Incursions geared toward enhancing our Gifted and Talented program.

Parents/Carers will receive a parent contribution form. Please complete this form and return it to school by the specified date so the school can prepare accordingly. LPPS makes every effort to keep the costs 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,

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Laura Caddy  
Principal

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Gemma Wynd  
School Council President



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<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
Classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper, etc (\$30)</li> <li>• Science – chemicals (\$15)</li> <li>• Mathematics – numeracy supplies (\$15)</li> <li>• English – book boxes, literacy supplies (\$15)</li> <li>• Sports – equipment (\$25)</li> </ul>	\$100
Online Subscriptions <ul style="list-style-type: none"> <li>• Essential Assessments (\$20)</li> <li>• Maths 300 (\$5)</li> <li>• Hand on Maths (\$5)</li> </ul>	\$30
ICT Devices – provision of devices from the shared classroom sets	\$40
Printing and photocopying of worksheets and learning materials for Portfolios	\$15
Whole school events <ul style="list-style-type: none"> <li>• Swimming carnival – entry and transport (\$15)</li> <li>• Life Education – entry and instruction (\$14.50)</li> </ul>	\$29.50
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
School Sports Victoria Affiliation	\$2
Student wellbeing programs/Lunchtime Clubs	\$5
Student and Parent Communication Tool	\$15
School grounds maintenance and improvements	\$40
<b>Total Amount</b>	<b>\$276.50</b>

## Educational items for students to own

Book Packs for 2023 will be available to purchase from **Ross Office Supplies** for your child to individually own and use. Ross Office Supplies have the required book lists for each year level. The quantities on the lists are adjustable, so you will be able to adapt your order to only purchase the supplies you need, ie: If you have books and equipment left over from 2022 and they are the same as the required supplies for 2023, you can use those and only purchase the supplies you have run out of. You have the option to have the book packs delivered to your home (a small fee applies) or delivered to school for you to pick up on Friday 27<sup>th</sup> January 2023 between 10:00am and 3:00pm. A fully comprehensive information flyer for Ross Office Supplies is attached for your information.

Required book lists will be available from the office upon request, if you choose to purchase your child's books elsewhere. Please be aware that if choosing your own supplier, you must purchase the exact supplies listed or you risk your child not having the correct books for the planned curriculum.

### Extra-Curricular Items and Activities

Launching Place 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.

The below items are an example of optional extra-curricular activities your child may be offered during the 2023 school year. These items will be posted on Compass outlining costs, activity details, dates etc. Payment will be due prior to each activity.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
Optional school camp	TBA closer to event	TBA
Optional Interschool Sports program	TBA closer to event	TBA
Other optional incursions and excursions to be scheduled	TBA closer to event	TBA
<b>Total Extra-curricular Items and Activities</b>		<b>\$ TBA</b>

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund (must hold a current Healthcare/Pension card)– application forms available from the office
- CentrePay – Centrelink payment options, applied directly through Centrelink (for those receiving Centrelink payments). Please use the following code: **Launching Place Primary School CRN: 555-118-498-S**

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact our school Principal before the end of this school year:

Laura Caddy

Ph: 03 5964 7783 | Email: [laura.caddy@education.vic.gov.au](mailto:laura.caddy@education.vic.gov.au)

### Total

Category	
Curriculum Contributions	\$
Other Contributions	\$
Extra-Curricular Items and Activities	\$ N/A



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## Payment methods

Compass – Compasspay Portal

Direct Deposit into School Bank account - BSB: 633 000 Acct: 133789057 (If using this method, please include your child's name)

**NO CASH PAYMENTS WILL BE ACCEPTED AT THE SCHOOL OFFICE**

## 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 BOOKLISTS

Open for ordering **Monday 7 November 2022**

Last day for ordering **Monday 19 December 2022\***

COLLECT FROM SCHOOL FRIDAY 27 JANUARY 2023 10 AM – 3 PM

OR DELIVERED TO HOME FOR AN ADDITIONAL FEE DURING THE SCHOOL HOLIDAYS

### ORDER ONLINE

1. **Go to Booklist Website** [booklist.officebrands.com.au/croydon](http://booklist.officebrands.com.au/croydon)

- Enter School Access Code: **newlion52**
- Select: Create an Order
- OR Scan code if using mobile phone



2. **Enter Details** (Separate orders are required for each student but with single payment on completion.)

- Enter your child's name and select their class for **2023**.

3. **Create your order**

- School predefined quantities for each product are displayed but can be adjusted if required.
- Please choose Right or Left-handed scissors (defaults to right-handed)
- When finished, click on Add to Cart  
Review your order; (click on Edit Order if required).
- Select Checkout or Add another Student

4. **Checkout**

- Enter your details.
- Select your Delivery option from the drop-down menu.
  - a. Home Delivery will incur an additional charge; \$17.50 for 1 pack, \$19.90 for 2 packs, \$21.90 for 3 packs or more.
  - b. Collect from School (free) – Available for pick up **Friday 27 January 2023**.
- Click Next.

- ❖ Order Instructions / Notes: If you have chosen Home Delivery, please indicate where to leave your pack/s if you are not at home.

5. **Select payment type and submit your order**

An order confirmation will be sent to the email address on your order.

#### **IMPORTANT INFORMATION**

*\*Late orders will be accepted after 19 December 2022 but will incur a \$15 late fee and may not be available for the start of school so Please do not delay.*

*Anyone experiencing financial hardship is invited to contact the school office  
BEFORE 19 December 2022*

# 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.