



Respect



Achievement



Kindness



Inclusion



SHELFORD

PRIMARY SCHOOL

Achieving great things

Dear Parent/Guardian,

Shelford 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.

Value for Money – for \$160, your contribution covers all of this and more!

1. Classroom resources – including take home books, literacy and numeracy resources, & classroom library updates
2. 1:1 Ipads and Thinks pads
3. Furniture upgrades
4. Grounds maintenance
5. Art/STEM/PE materials
6. MARC & MACC Van

Under the Department of Education and Training's [Parent Payments Policy](#), Victorian government schools are required to provide transparent information to their school community on voluntary parent contributions. For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Please find below our parent payment arrangements for 2025.

Yours sincerely,

Nicola Ross
Principal

Amy Longley
School Council President

Student Name _____

Please select your preferred payment method for your voluntary contribution and return to the school office by Monday 17th February 2025.

- One payment in full (\$160)
- Flexible payment arrangement: \$ 3.10 per week / \$6.20 per fortnight / \$ 13.40 per month (please circle)
- Per term (\$40)
- Flexible payment arrangement as suggested by you

We will follow up with you based on your choice above

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Year P-6 Classroom consumables, materials & equipment <ul style="list-style-type: none"> • Student supplies and stationery (\$10) • Art – paint, crayons, canvas, glitter, coloured paper (\$10) • Mathematics – numeracy kits (\$10) • English – book boxes (\$10) • Sports – equipment (\$10) • MARC Van & MACC Van resources (\$60) 	\$110
Year P-6 Online Subscriptions <ul style="list-style-type: none"> • My Literacy - Essential Assessment (\$10) • My Numeracy- Essential Assessment (\$10) 	\$20
<ul style="list-style-type: none"> • Year P-6 Printing and Photocopying of worksheets and learning materials 	\$10
Other Contributions – for non-curriculum items and activities	Amount
<ul style="list-style-type: none"> • School grounds maintenance and improvements 	\$20
Total Amount	\$160.00

Extra-Curricular Items and Activities

Shelford 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 Items and Activities	Amount	Purchase (Please tick)
Optional Year 3 camp	\$380 TBC	
Optional Year 4 camp	\$335	
Optional Year 5 camp	\$380 approx	
Optional Year 6 camp	\$330 TBC	
Other optional camps, excursions & activities to be scheduled	TBA	
Total Extra-curricular Items and Activities		\$

Payment methods

Payments can be made to Shelford Primary School by direct deposit or cash.

banking details

Shelford Primary School

BSB- 033606

Acct No - 830966

Refunds

Please contact the Business Manager if you would like to request a refund.

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.

Financial Support for Families

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

- the Camps, Sports and Excursions Fund (eligibility criteria applies)
- State Schools' Relief
- Payment Plans for Extra Curricular Items & Activities

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

Carolyn Wilson (Business Manager) or Nicola Ross (Principal)

Ph: 03 52813291 | Email: Shelford.ps@education.vic.gov.au

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	Other	Activities
Contributions Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Contributions Voluntary financial contributions for non curriculum items and activities that relate to the school's functions and objectives.	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.
	Extra-Curricular Items and	

- 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.