

30 August 2023

Dear Parents and Carers,

Belmore School is looking forward to another great year of teaching and learning and would like to advise you of Belmore School's voluntary financial contributions for 2023.

At Belmore School we are very proud of the quality programs and learning environment we provide for our students. On an annual basis School Council prepares a budget to provide resources for educational programs, administration, facilities development and maintenance. Whilst Government funding based upon our number of students covers the majority of the school's operations, additional funds are required to enable the school to continue to provide a high standard of facilities and resources.

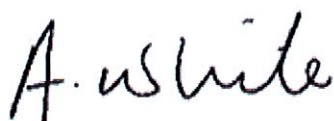
Schools provide students with free instruction to fulfil the standard Victorian Curriculum and we would like to assure you that all contributions are voluntary. We want to thank you for all your support through contribution of voluntary payments to date and assure you this has provided invaluable support to our school and the programs we can offer in order to provide the best possible education for our students.

Within our school this support has allowed us to:

- Ensure every student has a communication system individualised to support their specific requirements
- Provide every student with an iPad individualised to enhance their learning opportunities
- Install an interactive multifunction screen in every classroom
- Refurbish the Sensory Room to provide a therapeutic space with 21<sup>st</sup> century equipment to support students personalised sensory input

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

Yours sincerely,



Amanda White  
Principal



Bronwyn Brown  
School Council President



## 2023 Voluntary Financial Contributions Schedule

| Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum   | Annual Amount per student |
|--|---------------------------|
| <p>Classroom consumables, materials and equipment</p> <ul style="list-style-type: none"> <li>• <b>Stationery Pack</b> for each individual student – including but not limited to printed workbooks, scrapbooks, easy grip pencils, easy grip markers, dot markers, modified adaptive scissors, calculators etc</li> <li>• <b>Student Pack</b> for each individual student – including but not limited to: measuring equipment, funnels, spoons, plastic jars, counters, playdough, rollers and cutters, number cutters, sponges, drum, shaker, bells, tubs x3</li> <li>• <b>Sensory Pack</b> – including but not limited to: individualised sensory equipment as recommended by the school Occupational therapist, sensory interactive letter voice output toy, sensory toys, sensory blanket, sensory brushes, sensory cushion, sensory mat, slant board, sound cushion, grab bar, push toy, chew toy</li> <li>• <b>English</b> – specialised learning resources</li> <li>• <b>Mathematics</b> – specialised learning resources</li> <li>• <b>Visual Arts</b> - Materials for art/craft that students take home, including items such as glitter, coloured paper, cardboard, paint and craft materials, kinda squares, wrapping paper, glad bags, shaving cream, pom poms, rice, lentils, coloured icy pole sticks, coloured tooth picks, pipe cleaners, pasta shells, tissue paper, cotton wool balls, kinetic sand</li> <li>• <b>Health and Physical Education</b> – specialised supportive equipment</li> <li>• <b>Food Technology</b> – cooking ingredients that students consume</li> <li>• <b>Printing materials</b> – photocopying and laminating of student resources, ICT resources</li> <li>• <b>Online Subscriptions</b> to learning activities <ul style="list-style-type: none"> <li>○ Boardmaker</li> <li>○ Storybox library</li> <li>○ Helpkidzlearn</li> <li>○ Choose It Maker</li> <li>○ TacPac</li> <li>○ Seesaw</li> </ul> </li> </ul> | \$230                     |
| <ul style="list-style-type: none"> <li>• <b>Student Diary</b></li> </ul>   | \$20                      |
| <b>Total Amount</b>  | <b>\$250</b>              |



| Other Contributions - for non-curriculum items and activities   | Amount       |  |
|---|--------------|--|
| <ul style="list-style-type: none"> <li><b>First Aid and Hygiene Equipment</b> – hand sanitiser, PPE, tissues, general first aid items</li> </ul>  | \$50         |  |
| <ul style="list-style-type: none"> <li><b>Personal Care</b> - disposable items used to support students personal care and mealtime assistance</li> </ul>  | \$50         |  |
| <ul style="list-style-type: none"> <li><b>Hydrotherapy Pool</b> – cleaning, maintenance and heating of pool, ongoing training of staff, purchase of aquatics equipment</li> </ul>   | \$50         |  |
| <ul style="list-style-type: none"> <li><b>Sensory Room</b> - maintenance and repairs to sensory equipment, purchase of new and replacement sensory equipment, ongoing training of staff in order to provide the latest teaching methods for all students</li> </ul> | \$50         |  |
| <ul style="list-style-type: none"> <li><b>Playground</b> - maintenance and upkeep of student playground and purchase of new playground equipment.</li> </ul>  | \$50         |  |
| <ul style="list-style-type: none"> <li><b>Belmore School Bus</b> - cost of operating the School Council owned bus including purchase of fuel, bus maintenance and training of bus drivers.</li> </ul>   | \$50         |  |
| <b>Total Amount</b>   | <b>\$300</b> |  |

| Tax deductible contributions   |           |           |
|--|-----------|-----------|
| <ul style="list-style-type: none"> <li><b>Belmore School Deductible Gift Recipient Fund –</b><br/>This voluntary contribution is tax deductible and allows us to employ a maintenance officer to maintain the building and grounds in a safe and presentable condition. It enables us to pay for ongoing upkeep of our facilities and ensures that safety issues can be addressed immediately. This funding is also used to contribute towards the cost of our annual painting schedule, safety inspections and purchase of specialised equipment required by our students.</li> </ul> | \$100     | \$        |
| <ul style="list-style-type: none"> <li><b>Donation</b><br/>Belmore School has a registered deductible gift recipient fund for tax deduction purposes. If you feel able to make a donation to the school, in addition to the contributions, this would be tax deductible and gratefully accepted.</li> </ul>  | \$        | \$        |
| <b>Total Amount</b>  | <b>\$</b> | <b>\$</b> |

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund

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

Julie Nicholson – Business Manager

Ph: 03 9859 8762 | Email: [julie.nicholson2@education.vic.gov.au](mailto:julie.nicholson2@education.vic.gov.au)



### Total

| Category                     |    |
|------------------------------|----|
| Curriculum Contributions     | \$ |
| Other Contributions          | \$ |
| Tax Deductible Contributions | \$ |

### Payment methods

Belmore School accepts Cash payments or Direct Deposit payments paid directly into the school bank account.

#### PAYMENT OPTIONS

- Cash
- Direct Deposit

Belmore School Official Account

BSB: 033-089

Account Number: 671337

Reference: *Student's Name*

Deposit Date: ...../...../ 2023

Name: ..... Signature: ..... Date:...../...../2023

Please return this form to Belmore School.

#### Office Use Only

|                       |   |
|-----------------------|---|
| Date Payment Received |   |
| Amount                | \$                                      |
| DFR                   |   |
| Processed             | Signature: _____ Date:     /     / 2023 |

### 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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major 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.

Further information relating to DET Parent Payment: <https://www2.education.vic.gov.au/pal/parent-payment/policy>