



Camberwell  
Primary  
School

French English Bilingual Education  
Education Bilingue Français Anglais

290 Camberwell Road  
Camberwell VIC 3124  
Australia

T +61 3 9882 4663  
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December 2024

Dear Parents & Carers,

Camberwell Primary School is excited to welcome another successful year of teaching and learning in 2025 and would like to advise you of our school's voluntary financial contributions for 2025 requested by **31<sup>st</sup> January 2025**.

Contributions can be made via the Compass App or webpage.

The screenshot displays the Compass app interface. On the left is a navigation menu with a 'Home' tab. The main content area shows a 'My News' section with several items. A red box highlights a 'Course Confirmations' notification: 'Course confirmation and/or school payments available for completion. Click here to proceed'. Other visible notifications include a reminder for Grade 5 sports uniform, a student poll about favorite books, and a school fete announcement. The top right of the app shows the user's name 'Mr Christopher ALLEN' and a settings gear icon. A 'Continued' button with a right-pointing arrow is located at the bottom right of the app view.

Contributions by instalments are also available through the Compass Portal. This option allows contribution over six equal payments, scheduled on the first Wednesday of each month over a six-month period. The Instalment dates are as follow:

1. 5<sup>th</sup> February 2025
2. 5<sup>th</sup> March 2025
3. 2<sup>nd</sup> April 2025
4. 7<sup>th</sup> May 2025
5. 4<sup>th</sup> June 2025
6. 2<sup>nd</sup> July 2025

If you would like to make your **contributions by instalments**, please ensure your instalment plan is in place **by or before 5<sup>th</sup> February 2025**.



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The CPS environment that our students enjoy today has been made possible thanks to parent and community contributions over many years.

Your financial support guarantees that we can continue to offer first-class teaching resources and IT systems, educational and wellbeing programs, and maintain our school's facilities ensuring the continued success of CPS's innovative bilingual model.

Your support has allowed us to:

- Employ a registered school nurse
- Run Junior, Middle and Senior Choirs, soirées, Orchestra and the School production;
- Update & expand the resources in our Library and in the classroom with French and English Language resources including readers & grammar books;
- Provide additional resources for STEM projects for Makerspace with Robots and Solar Power Cars;
- Reduce parent costs through bulk supplies of classroom materials at wholesale prices.
- Provide access to online digital subscriptions to support literacy and numeracy;
- Update digital devices in the classroom such as interactive TVs, document cameras and current IPADS.
- Resource student wellbeing ensuring soothing toys, books and specialized furniture are available.
- Maintain and improve school grounds and play spaces.

All Victorian government schools provide students with free instruction to fulfil the standard curriculum requirements, and we want to assure you that all contributions are voluntary. However, please know that your contributions, whether through parent payments, fundraising or volunteering, ensure that we can continue to provide our exceptional bilingual model and the best possible care for your child/ren.

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

Yours sincerely,

Janet Gale  
Principal

Elaine Ko  
School Council President



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum		Amount
<b>Classroom consumables, materials &amp; equipment:</b>		
<ul style="list-style-type: none"> <li><b>Classroom supplies</b> - generalist classroom supplies - pens, pencils, workbooks, scrap books, poster paints, crayons, coloured paper, whiteboards, staplers, laminators and pockets, items for displays and student self-assessment.</li> </ul>	\$150	
<ul style="list-style-type: none"> <li><b>Classroom printing &amp; photocopying</b> - student worksheets and learning materials</li> </ul>	\$15	
<b>Subject Specific materials and Equipment</b>		
<ul style="list-style-type: none"> <li><b>Art</b> – resources for the delivery of art in different forms: drawing, painting, collage, printmaking, modelling, construction, threads and textiles. E.g. scissors, light box, sharpeners, clay tools, art smocks, drying racks, cleaning equipment; visual art diaries, card and paper, paint and brushes, cutting blades, crayons, stencils, modelling clay &amp; firing, craft materials.</li> </ul>	\$180	
<ul style="list-style-type: none"> <li><b>Performing Arts</b> - microphones, purchase of new instruments, repairs, music sheets, music subscriptions, Junior, Middle and Senior school choirs, Musical soirees.</li> </ul>		
<ul style="list-style-type: none"> <li><b>Science</b> - Robotics, experimental supplies, stationary, makerspace resources.</li> </ul>		
<ul style="list-style-type: none"> <li><b>Maths</b> - Unfix blocks, dice, clocks, counters, calculators, measurement sets, scales</li> </ul>		
<ul style="list-style-type: none"> <li><b>French &amp; English</b>- Guided reading texts, phonic &amp; spelling games, dictionaries, books, posters.</li> </ul>		
<ul style="list-style-type: none"> <li><b>Sport</b> – replacement of old equipment, balls (netball, volleyball, soccer, basketball, AFL, softballs); class sets, hurdles, shot put and discus for athletics, tennis nets, bib sets, rebound nets, bean bags, gloves, pedometers.</li> </ul>		
<b>Digital Learning Resources</b>		
Contributions support the purchase and maintenance of technology equipment - iPads, charging carts and cabinets, T.V.'s and trolleys, student applications, ViVi & JAMF, switches, servers, toner, WAPs. Contributions will also be used to engage an IT Technician to provide high level IT support.		\$160
<b>Online Subscriptions</b>		
Support teaching & learning and enhance digital literacy		
<ul style="list-style-type: none"> <li>Reading Eggs</li> <li>Education Perfect -Maths, English, EAL, Science and Language</li> <li>Mangahigh [for Year 2-6]</li> </ul>	<ul style="list-style-type: none"> <li>Mathseeds [for junior years]</li> <li>Epic</li> <li>See Saw</li> <li>Padlet</li> </ul>	\$65
<b>Assessments</b> – PAT testing & SPA tracker		\$15
<b>Curriculum Contributions</b>	<b>Total</b>	<b>\$585</b>

Other Contributions - for non-curriculum items and activities		Amount
<b>School Sports Membership &amp; District Sport affiliation</b>	\$5	\$285
<b>Student &amp; Parent Communications Tools</b> – Compass	\$20	
<b>Enhanced Student Support</b> Bilingual Aides assisting in classrooms.	\$25	
<b>Student Wellbeing</b> focusing on student welfare and programs promoting student resilience and tackling discrimination, harassment and bullying. Resources for students with additional needs and different learning styles to ensure an inclusive learning community where all students feel that they belong.	\$50	
<b>First Aid</b> Contributions help to employ a registered Nurse as our First Aid Co-ordinator, who provides high level care and communication to families, and delivers professional learning for staff. Also helps supply first aid equipment and supplies.	\$95	
<b>School grounds maintenance &amp; improvements</b>	\$70	
<b>Working Bee contribution</b>	\$20	
<b>Other Contributions</b>	<b>Total</b>	



#### Other Contributions - Tax deductible contributions

Suggested donations: \$50.00 / \$100.00 / \$200.00 / Other

**Building fund.** To support renovations, upgrades, and maintenance of school infrastructure.

Any contribution  
will be gratefully  
received

**Library fund.** To support book & equipment purchases that sustain the library as a valuable resource.

#### Educational items for students to own

Camberwell Primary Schools purchases all classroom and specialist class equipment in bulk. This ensures that your child/ren are supplied with the best quality items at the cheapest rate. All equipment is supplied on site with no further purchases required by parents.

#### Extra-Curricular Items and Activities – provided on a user-pays basis

Camberwell Primary offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum. The cost of extra-curricular items and activities will be advised throughout the year.

#### Extra-Curricular Items and Activities

School magazine/yearbook

School camps – Grades 3-6 Students will be given the opportunity to attend an optional camp.

Several excursions and incursions are planned across all year levels for 2025. These have not yet been finalized.

#### Financial Support for Families

Camberwell Primary School understands that some families may experience financial difficulty and offers a range of support options, including the Camps, Sports and Excursions Fund [CSEF], State Schools Relief (SSR) and payment plans for Extra-Curricular Items and Activities. The \$400 School Saving Bonus is available for all students and can be used by parents to cover the costs of school uniform, camps, incursions & excursions.

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

Vicki Denovan, Business Manager      Ph: 039882 4663 | Email: [vicki.denovan@education.vic.gov.au](mailto:vicki.denovan@education.vic.gov.au)

#### Payment Methods

Compass Course Confirmation is our school's preferred method of payment. A Parent Guide is available in Compass School documentation to assist with this process. Families have the option to contribute in full or over several suggested instalment.

**Contributions in full** are requested by **Friday 31<sup>st</sup> January 2025**. Please note that these will be processed on the day that you make the payment via Compass.

**Contributions over six suggested dates.** Contribute six equal amounts on the first Wednesday of each month over a six-month period. Reminders will be sent out prior to each date and parents/carers can change or opt out of their contributions at any time.

Suggested dates:      -    5 February      -    5 March      -    2 April      -    7 May      -    4 June      -    2 July

Alternative contribution methods or payment contribution dates can be arranged to suit your preferences – Please contact the school office via email to arrange - [camberwell.ps@education.vic.gov.au](mailto:camberwell.ps@education.vic.gov.au) or 9882 4663.



## Refunds

Parent requests for refunds are subject to the discretion of the school and considered on a case-by-case basis. Full or partial 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 Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.

- **Curriculum & Other Contributions:**

Where payment has been received for the curriculum and other contributions and the student is exiting the school, a pro-rata refund, dependent on the number of terms the student has been enrolled at the school for, may be applicable.

- **Extra-Curricular items and Activities:**

Students withdrawing from camps, incursions, excursions and extra-curriculum activities may request a refund. A refund (less any non-refundable deposit) may be payable to the parent/guardian after the event has occurred, if the withdrawal from the activity is due to unavoidable circumstances i.e., illness. Proof may be required e.g., medical certificate.

A request for a refund does not automatically equate to a full refund of monies paid. Generally, we will not be able to refund payments where the school is charged for the provision of a program or service as a bulk cost and not per head cost, or where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

All refund requests should be made in writing within 14 days of the event.

For further information on the Department's Parent Payment Policy visit:

<https://www2.education.vic.gov.au/pal/parent-payment/policy>

# 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.