



Dear 2024, Grade 3 parent/guardian,

Diamond Creek Primary School is looking forward to another great year of teaching and learning and would like to advise you of Diamond Creek Primary's parent payment arrangements for 2024 which will enable our outstanding programs to continue to run.

Please see the total amount payable for your child's Curriculum Contributions in 2024

Curriculum Contributions	\$ 218
Other Contributions	\$ 25
Extra-Curricular Items and Activities	Due at time of event
<b>TOTAL</b>	<b>\$243</b>

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's play spaces, grounds and the programs we can offer.

The D.E.T has introduced this updated version of Parent Payments and we have tried to simplify it for our families.

Our school has broken down the cost per child and this will appear on Compass under Course Confirmations in the coming weeks. Payment plans can be selected at this time.

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

Yours sincerely,

Business Manager – Hayley Elliott

School Council President – Taryn Place

Principal – Jacqui Abrahams

Below we have included the table which will appear on Compass under Course Confirmations. There will be 3 categories:

**Curriculum Contributions** - items and activities that students use, or participate in, to access the Curriculum

**Other Contributions** - for non-curriculum items and activities

**Extra-Curricular Items and Activities** – user pays basis

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum, These example below are included but not limited to	Amount
<p><b>Grade 3 classroom consumables, materials &amp; equipment</b></p> <ul style="list-style-type: none"> <li>• <b>Art</b> -coloured, embossing &amp; drawing paper, kinder squares, cardboard, acrylic paint, water colour, magiclay, construction materials, markers, sand, craft sup.</li> <li>• <b>Science /Inquiry</b>– experiment supplies &amp; ingredients</li> <li>• <b>Mathematics</b> – Play money, counters, 2D &amp; 3D shapes, measurement kits, dice, number fluency games and resources.</li> <li>• <b>Reading &amp; Writing</b> – Literacy games and resources, classroom library, class reading sets, take home books, vocabulary games, phonic resources, paper and writing tools.</li> <li>• <b>Physical Education</b> – Athletics &amp; sporting resources, ribbons, external coaching providers,</li> <li>• <b>Performing Arts</b> – Musical Instruments, resources for puppets, props, scripts <b>Italian</b> - scrap book, white paper, coloured paper, photocopying, coloured pencils, markers, crayons, crafting materials and eye masks.</li> </ul>	\$140
<p><b>Grade 3 Online Subscriptions</b></p> <ul style="list-style-type: none"> <li>• Nessy</li> <li>• Essential Assessment</li> <li>• Pat Online</li> </ul>	\$50
<p><b>Grade 3 ICT &amp; STEM</b></p> <p><b>ICT Devices</b> – interactive digital T.V and provision of devices from the shared classroom sets &amp; <b>STEM</b>- Equipment</p>	\$20
<p><b>Grade 3 Printing, photocopying &amp; laminating of worksheets and learning materials</b></p>	\$8

Other Contributions - for non-curriculum items and activities	Amount
<i>First aid - supplies for Sick Bay, Camp, Excursions &amp; Yard Duty, student education first aid course</i>	\$5
<i>School grounds -maintenance and improvements</i>	\$20
<b>Tax deductible contributions: If you wish to make a tax-deductible contribution to our Building and Library funds. This will be available via Compass in Term 2, 2024.</b>	
<i>Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</i>	\$xx
<i>Library fund. A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.</i>	\$xx

### Extra-Curricular Items and Activities

Diamond Creek 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 will appear on Compass approx. 6 weeks prior to the event so you can consent and pay. This will be the same as in previous years. Here are some Events already planned for 2024

Extra-Curricular Items and Activities	Approx. Amount
<i><b>Optional Swimming Program</b> – This program is usually held over one full week. The \$78 fee covers Lesson, Entry to pool and transport for the week. Payment and consent will be available via compass in 2024 closer to the event.</i>	\$78
<i><b>Optional Grade 3/4 school camp</b> – camp location TBC</i>	\$400
<i><b>Optional Swimming Trials</b> – Students who choose to participate will have \$9 fee</i>	\$9
<i><b>District Swimming Squad</b> – Students who make squad team will have \$20 fee which covers 2 training sessions and Event Carnival</i>	\$20
<i><b>District Cross Country</b> - Students who make squad team will have \$13 fee which covers entry and transport</i>	\$13
<i>Other optional Grade 3 excursions to be scheduled</i>	TBA

<p><b>Athletics carnival</b> – Meadowglen Athletic Track in Epping. This amount covers entry and transport to the venue</p> <p><i>Payment and consent will be available via compass in 2024 closer to the event</i></p>	<p>\$15</p>
<p><b>Cross Country</b> – Local Walking Track and park</p> <p><i>Consent will be available on Compass in 2024 closer to the event.</i></p>	<p>\$0</p>

### **Educational items for students to own**

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

Maxim Stationery company have a Parent Payment Portal so you can log in to their website, find our school and child's 2024-year level (Grade 3) and the book pack is available to order. To save on shipping costs for our families, we have organised a bulk delivery directly to school in the week of 11<sup>th</sup> December.

Your child's pack will be available to collect in the last 2 weeks of Term 4. We will set up a collection day and time and advise closer to the date once delivery has arrived. You can collect the pack and take it home to label, ready for the start of school in 2024.

You are welcome to choose an alternative supplier, just ensure you order the correct items. Especially the Exercise books as certain year levels require specific sizes for handwriting. You will notice some items are not on the Maxim portal but still required.

The attached list are the stationery supplies for Grade 3 students in 2024

Foundation students will also need to provide and label with their name the following items:

**Pencil Case**

**Headphones**

**Calculator**

**USB stick 8G or less**

Please click on the link below which will take you to the Maxim Website. (If you are viewing this on compass) Or simply go to the website <http://www.maximbooklists.com.au>  
There is a "How to order" sheet attached

Maxim will be live for D.C.P.S orders from Monday 2<sup>nd</sup> October until Friday 3<sup>rd</sup> November to ensure free delivery to school this year.

After this date you can still purchase the items from Maxim, you will just have to collect your pack in the first week of school from the school office, or you can choose home delivery for a small fee through Maxim. If you choose delivery, it will be up to you to track and liaise with Maxim.

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- individual payment plans options specific to your family situation

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

**Hayley Elliott – Business Manager**

Ph: 03 9438 1108 | Email: [diamond.creek.ps@education.vic.gov.au](mailto:diamond.creek.ps@education.vic.gov.au)

### Total

Category	
Curriculum Contributions	\$ 218
Other Contributions	\$ 25
Extra- Curricular Items and Activities	Due at time of event
<b>TOTAL amount payable for your child’s Curriculum and Other Contributions in 2024</b>	<b>\$243</b>

### Payment methods – Please do not make payment until 2024

D.C.P.S Preferred method of payment is via **Compass**.

Other payment options include:

- 1/. Direct Deposit: Diamond Creek Primary School Official Account  
BSB: 633 000 Account Number: 137992236
- 2/. Cash/Eftpos payable to the School Office
- 3/. BPAY- contact the school to access your families BPAY details.

### 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 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 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.