



Chatham Primary School

Weybridge Street, Surrey Hills Victoria 3127

Telephone: (03) 9830 1933

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Dear Parents/Carers

The Chatham Primary School Council is looking forward to another great year of teaching and learning and would like to advise you it has approved the school's voluntary financial contributions for 2024. Chatham Primary School is proud to provide the best possible learning environment for all students.

To ensure that the school can continue to maintain and enhance the high-quality teaching and learning programs and resources, we request parent support through payments of School Council Contributions. Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. It is this voluntary financial contribution that ensures we have the materials, equipment, supports and facilities to implement the programs that we do at Chatham Primary School.

There are three areas for which parents may reasonably be requested to make a payment or contribution:

1. **Curriculum Contributions** which parents/guardians pay the school to provide activities, stationery, and materials which the school deems necessary for students to learn the Curriculum.
2. **Other Contributions** which parents/guardians are invited to donate to the school for non-curriculum items and activities that relate to the school's functions and objectives.
3. **Extra-Curricular Items and Activities** which are offered on a user-pays basis and which parents/guardians may **choose** whether their child accesses or participates in (for example, excursions, camps, swimming program, extracurricular programs, or activities). In 2024 families will receive requests for payment via Compass as events occur.

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

By supporting the school in this process, you will help us to continue to provide your children with excellent educational opportunities. Thank you for supporting the school's efforts to provide your child with all the materials and resources that are required for a high-quality education and one consistent with our shared expectations for your child's future.

Financial Support for Families

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

- Camps, Sports and Excursions Fund (CSEF) - available for eligible families who hold a valid means-tested concession card or temporary foster parents. Contact the office for an application form. Parents who currently receive the CSEF and who remain eligible will automatically have their 2024 application processed by the school.
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities – contact the Business Manager

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please do not hesitate to contact the Business Manager Dimitra Ouliaris to discuss your concerns either by phone, 9830 1933 or email: Dimitra.Ouliaris@education.vic.gov.au

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.

Payment methods

1. Compass payment by Friday 16th February 2024
2. Cash or EFT/Credit card - please return the attached sheet together with your payment to the school office by Friday 16th February 2024
3. For flexible contribution arrangements, please contact the Business Manager.

Yours sincerely

Christopher Cotching
PRINCIPAL

Daniel Heath
SCHOOL COUNCIL PRESIDENT

CURRICULUM CONTRIBUTIONS

At Chatham Primary School, each year the school purchases, on behalf of parents/carers, materials for learning and teaching. These items are made available to students and avoid the need for parents to supply them. By purchasing these items on behalf of students we are able to obtain substantial discounts and provide a simple system where every child receives the required stationery of the appropriate standard and consistent with all students in the class.

I share with you a brief overview of each component of Curriculum Contributions. Please note: each year level has a different amount relevant to the direct costs associated with the curriculum.

- **Stationery Items** consist of items including exercise books, ruled paper (dotted thirds), scrap books, grid books, display books, document wallets, plastic pockets, pencils, pens, grey lead pencils, textas, crayons, highlighters, student scissors, ruler, sharpeners & glue sticks. Key texts and books for spelling, reading, and writing. Paper for photocopying and printing of student workbooks and student tasks. Diaries, handwriting books, mathematic work sheet books, and homework books.

Please note: For Prep to Grade 3 more than 80% of items relate to coloured paper/cardboard, laminating items, creative arts and inquiry supplies, for Grade 4 and 5 more than 80% of items relate to coloured paper/cardboard, laminating items, creative arts and inquiry supplies, for Grade 6 up to 60% of items relate to coloured paper/cardboard, laminating items, project and inquiry supplies.

- **Specialist Art Room materials** refers to material purchased in the areas of printing, painting, ceramics, textiles, construction and drawing to support visual arts initiative and program orientation.
- **Online Subscriptions** includes:
 - Mathletics is a teaching program we use in class and encourage students to use at home. This program is available for all students. Information available at: <https://www.mathletics.com/au/for-home/>
 - Sunshine online is an interactive reading platform used during instructional readers. This includes both decodable and non-reading material. This program is used for Prep to Grade 2 students. Information available at: <https://www.sunshineonline.com.au>
 - Online Readers is *Australian Decodable Readers*. This is a decodable reader platform which students can access from home to complement the program 'Little Learners Love Literacy' and other programs. Preparatory to Grade 3 students. Information available at: <https://www.decodablereadersaustralia.com.au/>
 - *Elastik* is a highly effective student data analysis platform that enables all teachers at Chatham to access, analyze and apply the assessment information for each student from a range of established sources and to use this information for teaching and learning at a point of need in Mathematics, English and Science. Information is available at: <https://elastik.com/en-au/>
- **Resilience Workshop** refers to the supporting work for students in the implementation of the Chatham Resilience Program. This program is pivotal to our approach to Student Wellbeing at Chatham with our focus upon school values and the gratitude, empathy and mindfulness. This cost includes student workbooks Preparatory – Year 6 and access to online workshops lead and implemented by teachers.
- **Kitchen Garden** refers to an emerging School Program based upon the initial philosophy of the Stephanie Alexander Kitchen Garden Program. Every student at Chatham will benefit from the Kitchen Garden program, with select classes in 2024 participating in a more detailed program. Note this may incur additional costs which will be communicated to parents/carers. More information about how the program will be conducted will be communicated in Term 1, 2024.
- **Technology and Support** refers to the **contribution** towards the ongoing costs of leases to enable to student access to over 90 laptops and associated printers and IT infrastructure.
- **Curriculum Contribution** contributes to the materials and costs of the different curriculum areas and *contributes* to the inclusion of consumables e.g, music equipment, literature sets, novels, sports equipment, class texts, science equipment, etc. The curriculum charges assist us to provide a high-level program for every child at Chatham Primary School by ensuring that excellent resources are available to deliver the curriculum.

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum.	Amount
Prep Students <ul style="list-style-type: none"> • Stationery Items \$ 233 • Specialist Art Room materials \$ 15 • Online Subscriptions including Mathletics, Sunshine online, Online Readers, Elastik \$ 92 • Resilience Workshop \$ 20 • Kitchen Garden \$ 30 • Technology and support \$ 60 • Curriculum \$ 200 Total Prep	\$ 650
Year 1 Students <ul style="list-style-type: none"> • Stationery Items \$ 183 • Specialist Art Room materials \$ 15 • Online Subscriptions including Mathletics, Sunshine online, Online Readers, Elastik \$ 92 • Resilience Workshop \$ 20 • Kitchen Garden \$ 30 • Technology and support \$ 60 • Curriculum Contribution \$ 200 Total Year 1	\$ 600
Year 2 Students <ul style="list-style-type: none"> • Stationery Items \$ 143 • Specialist Art Room materials \$ 15 • Online Subscriptions including Mathletics, Sunshine online, Elastik \$ 72 • Resilience Workshop \$ 20 • Kitchen Garden \$ 30 • Technology and support \$ 60 • Curriculum Contribution \$ 200 Total Year 2	\$ 540
Year 3 Students <ul style="list-style-type: none"> • Stationery Items \$ 154 • Specialist Art Room materials \$ 15 • Online Subscriptions including Mathletics, Elastik \$ 61 • Resilience Workshop \$ 20 • Kitchen Garden \$ 30 • Technology and support \$ 60 • Curriculum Contribution \$ 200 Total Year 3	\$ 540
Year 4 Students <ul style="list-style-type: none"> • Stationery Items \$ 154 • Specialist Art Room materials \$ 15 • Online Subscriptions including Mathletics, Elastik \$ 61 • Resilience Workshop \$ 20 • Kitchen Garden \$ 30 • Technology and support \$ 60 • Curriculum Contribution \$ 200 Total Year 4	\$ 540
Year 5 Students <ul style="list-style-type: none"> • Stationery Items \$ 200 • Specialist Art Room materials \$ 25 • Online Subscriptions including Mathletics, Elastik \$ 45 • Resilience Workshop \$ 20 • Kitchen Garden \$ 30 • Technology and support \$ 60 • Curriculum Contribution \$ 200 Total Year 5	\$ 580

Year 6 Students	
<ul style="list-style-type: none"> • Stationery Items • Specialist Art Room materials • Online Subscriptions including Mathematics, Elastik • Resilience Workshop • Kitchen Garden • Technology and support • Curriculum Contribution 	<ul style="list-style-type: none"> \$ 175 \$ 50 \$ 45 \$ 20 \$ 30 \$ 60 \$ 200
Total Year 6	\$ 580

OTHER CONTRIBUTIONS

Whilst the Department requires that we call these Other Contributions, it is impossible for the school to function without your contribution in these areas.

It is noted that some parents have enquired about providing additional funds to support the school in its growth and development. If a family member (including grandparents) would like to do this, please contact the Business Manager to organise this special contribution.

Other Contributions - for non-curriculum items	Amount
<p>First Aid</p> <p>The Department does not fund schools to employ a First Aid Officer. We have significant health issues associated with our students that require constant monitoring and care. Currently we have a Level 2 First Aid Officer who works on a part time basis. Without this contribution, there cannot be a First Aid Officer to provide the high level of care required for our students.</p> <p><i>Please be aware, that this contribution whilst crucial, may not be fully sufficient to cover the cost of a First Officer in the 2024 school year.</i></p>	\$ 150
<p>Maintenance</p> <p>Payments to this fund go towards maintaining the existing buildings. Many maintenance tasks are identified by the Building and Grounds Committee, and these are used to provide materials and services for the upkeep of our buildings and grounds. Currently Mr Peter Manning is engaged for 12 hours per week to assist with a broad range of maintenance tasks and to improve the safety for our students.</p>	\$ 100
Total Other Contributions	\$ 250

Oher Contributions - Tax Deductible	
The Family Statement issued throughout the year acts as a receipt for tax purposes	
<p>Building & Grounds Fund</p> <p>These donations can only be used to improve Building and Grounds on the school property. Some examples of this could be: replacement of cooling and heating facilities and core facilities in classrooms, improvements to the Music, Art or Library Facilities, replacement of blinds, fittings and carpet.</p>	\$ 100
<p>Library Fund</p> <p>These donations can only be used to purchase books, computers, furniture and equipment. In the past, shelving, colourful pinboards and chairs for our students to use have been purchased.</p>	\$ 100
Total Contribution	\$ 200

EXTRA-CURRICULAR ITEMS AND ACTIVITIES – PROVIDED ON A USER-PAYS BASIS

Chatham 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 and parents will pay progressively as excursions and camps are planned. These costs will be issued on Compass with the expectation that payment is made before the commencement of these activities.

CHATHAM PRIMARY SCHOOL 2024 CONTRIBUTIONS

Payment may be made by Compass, credit card, cash by Friday 16th February 2024.

Please return this form if you pay by credit card, cash, (not required if paid by Compass)

Category	Totals
Curriculum Contributions	
Student Name: _____ 2024 Class: _____	
.....	\$
.....	\$
.....	\$
.....	\$
Other Contributions	
Student Name: _____	
..... (Non-tax deductible)	\$
..... (Tax-deductible)	\$
..... (Non-tax deductible)	\$
..... (Tax-deductible)	\$
..... (Non-tax deductible)	\$
..... (Tax-deductible)	\$
..... (Non-tax deductible)	\$
..... (Tax-deductible)	\$
Total	\$

Please process my payment/s using the **credit card details below.**

OR

Please find attached a cash payment of \$.....

CREDIT CARD PAYMENT AUTHORITY

Card Number:

Card Expiry Date// Visa Mastercard

Card Holder's Name:

Cardholder's Signature: Date

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.