



PARENT PAYMENT ARRANGEMENTS - 2025

Dear Parent/Guardian,

Sherbourne Primary is already looking forward to another great year of learning for our students in 2025. This message is to explain Sherbourne's voluntary 2025 financial contributions process.

All government schools, including Sherbourne, provide students with free instruction to fulfil the Standard Victorian Curriculum, and the contributions outlined here are entirely voluntary. In our quest to provide the best possible educational experience for students, the continued financial support of families like yours is a vital help.

All Sherbourne students are deeply grateful for the support we get from our community families. Whether that be through fundraising, volunteering, or financial contributions - these all have a substantial positive impact on our school and the programs and experience we provide.

The School Council has worked diligently over the years to keep parent contribution costs to a minimum. In 2025, there will no increase to this voluntary payment.

The Department of Education guidelines now prevent schools providing parents with a statement of fees. Instead, we provide a voluntary contribution schedule. This is outlined in the following pages, including a description of how your contributions will be used to benefit the Sherbourne students

For more information on the Department's Parent Payments Policy, please refer to the attached one-page overview.

Please ask if you have any queries about any aspect of the contributions and thank you in advanced for your support of the students and the Sherbourne Community.

Yours sincerely,

Brett Hayes

Brett Hayes
Acting Principal

Scott Jackson

Scott Jackson
School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
CLASSROOM CONSUMABLES, MATERIALS & EQUIPMENT • Art – sketching pencils, paint, watercolour and pastel pads, food dye, clay, paper - plain/patterned/printed/gloss/matt, oil pastels, markers, paint markers, sequins, joggle eyes, pipe cleaners, florist wire, buttons, beads (\$40) • English – book boxes, class literature (\$30) • ICT Devices – provision of devices from the shared classroom sets (\$40) • Printing and photocopying of worksheets and learning materials (\$20) • Japanese: Card, origami paper, poster paper (\$20) • Mathematics – Hands on materials (\$30) • Science – Ingredients, foil, seeds, potting mix, cooking ingredients (\$50) • Sports – equipment eg: purchase of new or replacement equipment for PE instructions, sporting affiliations. (\$20) • Student Wellbeing Program – The Resilience Project resources (\$20)	\$270
ONLINE SUBSCRIPTIONS • Athletics (\$30) • Reading Eggs (\$25) • Sound Waves (\$10) • Essential Assessments (\$20) • Compass (\$15)	\$100.00
Other Contributions - for non-curriculum items and activities	Amount
• First aid equipment (\$10) • School grounds maintenance and improvements (\$40)	\$ 50.00
TOTAL FAMILY CONTRIBUTION PER STUDENT	\$420.00

Extra-Curricular Items and Activities

Sherbourne 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. Details of these items and activities will be provided to students and families each term throughout the year. Examples of activities include, camps, interschool sport, excursions and incursions.

Extra-Curricular Items and Activities	Amount
Optional camps and excursions to be scheduled and distributed each term	TBA
Total Extra-curricular Items and Activities	\$TBA

Educational items for students to own (Stationery/Booklist items)

Please find attached a list of items that the school recommends you purchase for your child to individually own and use. Maxim is our preferred supplier however you may source these items independently. Orders made online through Maxim will be delivered to school for the start of the 2025 school year.

Financial Support for Families

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

- State Schools' Relief provides financial support for eligible families to purchase clothes/uniforms at a reduced rate.
- Camps, Sports and Excursions Fund provided payments for eligible students to attend camps, sports and excursions
- Payment plans for extra -curricular activities

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

Business Manager Carolyn Kyte

Phone: 9434-7142 or Email: carolyn.kyte@education.vic.gov.au

SUMMARY OF PARENT VOLUNTARY CONTRIBUTIONS 2025

Category	Totals
Curriculum Contributions per student	\$370.00
Other Contributions	\$ 50.00
Extra-Curricular Items and Activities	\$ TBA per term
Total	\$420.00

Payment methods

Payment contributions towards the requested payments is essential to maintain the quality of education that we provide at Sherbourne Primary School. Payments can be made in full or through instalments. Payments can be made via direct deposit (preferred) EFTPOS, credit card or cash directly at the school office. Receipts will be issued to parents immediately upon making payment.

Direct Deposit details: Account Name: Sherbourne Primary School Council Official Account
BSB: 063185
Account Number: 00909627

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

For further information on the Department's Parent Payments Policy please see the one-page overview attached and further details on the website. <http://www.sherbps.vic.edu.au/policies>

2025 – Backpack – Foundation

If you wish to order your Backpack from Maxim, orders must be placed by **December 15 2024** to ensure delivery is on time, ready for collection from the school. Collection from 22 January. Any orders after this date will incur a late order processing fee of \$15 and will be delivered within the 1st two weeks of February.

For collection queries, please contact the school office on 03 9434-7142.

To order your Backpack:

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: **SHERBPS**
**Please note this is capital sensitive. Please enter code as displayed in screen.*
3. Select the year level required
4. Please ensure that the students' name, your name and contact details are given and correct
5. Select 'Place order'
6. If purchasing more than one booklist, please select 'Add another booklist' and follow the same procedure from step 3
7. Select 'Proceed to payment options'
8. Your total payment amount required will display on screen
9. Select 'Pay Now'
10. Please choose your check-out option – Credit/ Direct Debit available. Ensure payment details are correctly entered
11. You will receive a payment receipt and an order confirmation to the email address you provided
12. Your child's pack/s will be delivered to the school and available for collection from January 22

Description	Qty
Handwriting Conventions VIC Prep	1
PP Envelope A4 with Button Blue	2
PP Envelope A4 with Button Red	2
PP Envelope A4 with Button Clear	2
MaxiCopy White Paper A4 80gsm Ream 500	4
Staedtler Jumbo Triangular Pencil 2B EACH	8
Maxi-Stick 36G Glue Stick	8
Westcott Microban Kids Scissors 127mm 5 inch	1
Sharpener Pencil Metal Double Hole	1
Eraser Educ8 Large EACH	2
Verbatim USV Kids Headphones Black	1
Edding 360 Whiteboard Marker Bullet Wallet 4	1
Ruler 30cm Wooden Educ8 Essential Each	1
Educ8 Twist Crayons Pack 12	2
Noris Club Coloured Pencils Pack 12	2
Faber Castell Connector Colouring Pens Pack 12	1
Educ8 Scrapbook 64 Page 335 x 245mm 100gsm	3
Sound Waves Foundation Book	1

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.