



GLENALLEN SCHOOL

No: 4968

7 ALLEN STREET, GLEN WAVERLEY, VICTORIA, 3150.
p: 03 9561 1966 e: glenallen.sch@education.vic.gov.au f: 03 9561 6915
w: www.glenallen-sch.vic.edu.au

2023 PARENT PAYMENT POLICY

Dear Parent/Guardian,

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

Schools provide students with free instruction to fulfil the standard curriculum requirements and we want to assure you that all contributions are voluntary. Nevertheless, your ongoing support will ensure 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 is through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to have :

- Mother's Day and Father's Day Stalls
- Easter Raffle
- Working Bees
- Supporting Student Representative Council (SRC)
- Bus transport
- Technology equipment

Glenallen School is endorsed as a Deductible Gift Recipient under the *Income Tax Assessment Act 1997 (Cth)* with the result that any donations made by you will be tax deductible. To be tax deductible, your donation needs to be made voluntarily. We have suggested an amount to be contributed under "Curriculum Contributions" and "Other Contributions" below, but please feel free to contribute an alternative amount. Amounts paid under "Extra-Curricular Items and Activities" are not donations and are not tax deductible.

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

Yours sincerely,

Michael Cole
Principal

Danny Williams
School Council President



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Section 1 Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables, materials & equipment <ul style="list-style-type: none"> • Art – craft paper, display books, glitter, paint, glue, laminated items etc. (\$40) • General class supplies – exercise books, scrapbooks, pencils, alternate pencils, rulers, rubbers, printed work books, sunscreen, printing and photocopying of worksheets and learning materials & laminating sheets etc. \$30) • Cooking program food ingredients - flour, eggs, fruit, vegetables etc (\$10) • Sports – ribbons, balloons etc (\$10) • Sensory program materials (\$10) 	\$100
Online Subscriptions : <ul style="list-style-type: none"> • Help Kids Learn (\$3.00) • Storybox Library (\$3.00) • Hartley Knows How (\$2.00) 	\$8
Communication tools – eg maintenance of PODD books, displays, assistive technology devices, and; ICT Devices – provision of devices from the shared classroom sets	\$100
Student Diary	\$14
Whole school events <ul style="list-style-type: none"> • End of year celebrations 	TBA
Total tax-deductible Curriculum Contributions	\$
Other Contributions – suggested tax-deductible contributions for non-curriculum items and activities	Amount
School Sports Victoria affiliation	\$2
Student wellbeing programs	\$2
First aid and hygiene equipment	\$11
School grounds maintenance and improvements	\$25
Voluntary contribution towards school facilities	\$
Total tax-deductible Other Contributions	\$



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

Glenallen School 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. These are provided on a user-pays basis.

The cost of extra-curricular items and activities will be advised throughout the year.

Extra-Curricular Items and Activities	Amount
<i>School magazine/ yearbook</i>	\$25
<i>Camps and excursions to be scheduled</i>	TBA
Total Extra-curricular Items and Activities	\$

Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities

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

Zulfi Sama, Finance Business Manager

Ph: 03 9561 1966 Email: Glenallen.sch@education.vic.gov.au attention : Zulfi Sama



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Student Name :

Category	Total recommended amount	Total payment
Total tax-deductible curriculum contributions	\$222	\$
Total tax-deductible other non-curriculum contributions	\$	\$
Extra-Curricular Items and Activities (Year Book)	\$25	\$
Total	\$	\$

Payment methods

Cash, Cheque or ;

Direct Deposit BSB 063 182
 A/c No. 10130153

Please use your child's Cases 21 Student ID as the reference number to ensure correct allocation and return this page to the office.

A receipt will be sent to you in due course.

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 Payments 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

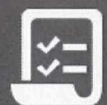
Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- 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.