1st November 2023

Dear MPS Parents/Guardians,

Mitcham Primary School is looking forward to another great year of teaching and learning and would like to advise you of Mitcham Primary School’s voluntary financial contributions for 2024.

Mitcham Primary School is committed to excellence through innovative educational programs to improve student outcomes, put in place to cater for the needs and interests of our students. We make every effort to keep the cost of items and activities to a minimum and affordable for all parents. Each year School Council meets to consider the school’s financial position and prepares a budget to cover the educational programs, administration, facilities development, and grounds and building maintenance for the next school year.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, it is an ongoing challenge for schools to financially support program needs to effectively operate all programs offered. Your financial contribution supports us in the delivery of rich and extensive learning programs beyond the traditional curriculum platform. Parent and community contributions are crucial to ensure we have the resources and facilities necessary to successfully provide the enhanced educational programs to the standard and quality expected by our community. Our teaching teams are dedicated in their role to deliver optimal learning opportunities for your child and parent contributions further support your child’s learning experience.

Your 2024 financial contribution contributes to:

* Extensive resourcing of classroom equipment, materials, digital subscriptions, and consumables that enrich learning in our core curriculum areas and the additional programs offered at MPS
* Additional Learning enhancement and support in Literacy and Mathematics
* Building and Grounds maintenance program to maintain our expansive 6-acre grounds that include tennis court, gymnasium facilities, basketball and netball courts, soccer ground, and play equipment, Art Room, Music Room, Performing Arts Centre, STEM Centre, Outdoor Classroom Learning Facilities, and expansive sustainability and gardening programs.
* Enhanced Wellbeing Support initiatives that include Positive Education as well as lunchtime programs that appeal to an array of interests, encourage inquiry, and inspire new enthusiasms and social groups.
* Fully equipped Broadcasting Studio / Media Centre that incorporates our modern audio and visual digital media platforms.
* Continued expansion of our successful Science and Inquiry Program (STEM) that is sourced with new and current equipment for discovery and inventive learning that broadens student thinking.

Individual Book Packs:

This year every grade level will have an itemised book pack and parents are encouraged to purchase this for their child to own and use. The stationery pack has been carefully selected by our teaching teams from our preferred supplier – Maxim. Your child’s Individual Year Level Book Pack will be delivered to their classroom for the commencement of the 2024 school year when you pay your curriculum contributions.

Payment Options:

Your student’s individual book pack order and financial contributions can be made via the Compass Portal in Course Confirmations. You can also make payments for curriculum contributions either in full or part payments as nominated by you, via EFTPOS, Credit Card, or cash when you visit the school.

The ongoing support of our families ensures that our school can offer the best possible educational programs and learning opportunities for our students. We want to thank you for all you support. This has made a huge difference to our school and the programs we offer.

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

*Erin Norman* *Nasra Higgins Joel Curtis*

**Principal School Council President School Council Treasurer**

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| Curriculum Contributions - Items and activities that students use, share, or participate in, to access the Curriculum Montessori Cycle 2 Grade 1 | Amount |
| * Year Level Individual Book Pack | $75.00 |
| Resourcing Subject Areas   * Classroom consumables, materials & equipment – Bulk classroom stationery supplies * MPS student diary (for each student) * Visual Arts – paint, clay, crayons, canvas, coloured paper * STEM (Science, Technology, Engineering, Mathematical Inquiry) –construction materials, program equipment * Mathematics – numeracy learning equipment, modelling materials * English – Literacy learning materials, readers, and book stock * Physical Education – ribbons, certificates, games, new sporting equipment * Performing Arts – song sheets, scripts, costumes, and props * Indonesian – cultural materials and equipment | $135.00 |
| Online Subscriptions & ICT Support   * COMPASS Student Management System * Essential Assessment – Mathematics and English Subscriptions * Digital Library Subscription (including Top Ten Mathematics, Story Box Online, Inquisitive) * ICT Onsite Technician for Service & Support * Student Device Provision and Management | $70.00 |
| **Sub Total** | **$280.00** |
| Other Contributions - for non-curriculum items and activities | **Amount** |
| School Sports Victoria membership | $3.00 |
| Student wellbeing – School Wide Positive Behaviour Program | $7.00 |
| First aid resourcing | $20.00 |
| School grounds maintenance and improvements | $65.00 |
| **Sub Total** | **$95.00** |
| Tax Deductible Contributions | Amount |
| Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. | $50 |
| Library fund. A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. | $50 |
| **Sub Total** | **$100.00** |

**Your Financial Contributions explained:**

**Curriculum Contributions**

Book Pack items that the school recommends you purchase from *Maxim* for your child to individually own are included in this contribution, as well as shared classroom stationery items, resources for specialist subject areas, and online subscriptions/ICT support required to enhance classroom tuition. If you choose to pay the **total** curriculum contributions, your child’s personal stationery and equipment will be delivered to their classroom for the start of the school year.

If you choose **not** to pay the Curriculum Contributions, you can order the Individual Book Pack directly. We recommend you purchase the complete Book Pack to ensure every student has materials of the same quality and specifications requested by the school. To purchase directly from our preferred supplier *Maxim*, please access this link.

1. Please follow this link: [http://www.maxim.booklists.com.au](https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fwww.maxim.booklists.com.au&c=E,1,6DLa_S0yMXIbSUooPSQXabG-pG_r3JJF-tC9Xyemtc6KbMS5fa62Ymxmqeu19PPw24i2Zj09F_AKP_gRT_bKCsy5zDTLC0jIv7IPtJkiFBznx8Bo&typo=1)
2. Your access code is: **MONTESSORI**

*\*Please note this is capital sensitive. Please enter code as displayed in screen.*

*Orders must be placed by Friday 24th November 2023 to ensure delivery is on time, ready for collection from the school.*

*Please note that direct purchase of Book Packs will be at retail price and without cost savings available to the school for bulk orders.*

**You can then continue to pay your curriculum contributions via course confirmation on the Compass Portal.**

**Other Contributions**

Mitcham Primary School fosters an inclusive and caring environment and considers wellbeing to be fundamental to individual student growth and learning. Our School Wide Positive Behaviour Program, welfare provisions, and additional programs support our ‘whole child’ approach to education. We welcome parent contributions to support this.

**Building and Library Funds**

Your tax-deductible contributions to the Building and Library funds provide MPS with the continued ability to expand and develop our modern and advanced learning spaces within the Heritage listed façade that marks our presence on Mitcham Road.

**Extra-Curricular Items and Activities**

Mitcham 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 to deliver the Curriculum. These include camps, incursions, excursions, and school-based activities and are provided on a user-pays basis. You will be advised of these as they are scheduled during the curriculum year.

### Financial Support for Families

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

* the Camps, Sports, and Excursions Fund
* State School Relief

For a confidential discussion about accessing these services, please contact the school.

### Refunds

### 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. You can view this policy on the school website.

**Financial Contributions Total**

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| **Category** | **Amount** |
| **Core Curriculum Contributions** | $280.00 |
| **Other Contributions -** for non-curriculum items and activities | $95.00 |
| **Tax deductible contributions – Library Fund** | $50.00 |
| **Tax deductible contributions – Building Fund** | $50.00 |
| **Total** | **$475.00** |

Thank you for your contribution to your child’s learning environment for the 2024 school year.

**parent PAYMENTS policy**

**ONE PAGE OVERVIEW**

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|  | 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. |

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|  | 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). |

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|  | 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. |

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|  | 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. |

