

# Parent Payments 2023



**Help for non-English speakers**

If you need help to understand the information in this policy please contact the office on 9309 4350.

The staff at Westmeadows Primary School are looking forward to working with all our students in 2023 and we will strive to provide them with outstanding learning programs and resources. To support this vision, we would like to advise you of our voluntary financial contributions for 2023.

Schools provide students with free instruction to fulfil the standard Victorian Curriculum and we want to assure you that all the 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 of your support, whether it 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 just this year the Parents' Payment Program has allowed us to:

- Expand our Tutoring Program
- School Grounds maintenance and enhancement
- School Communication Tools eg: COMPASS
- First Aid Supplies
- Purchase of new home reading and Guided reading books

In anticipation of your support,

Melissa Wings  
School Council President

Jane Donaldson  
Principal

# 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 (eg: 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.

## PART 1 - Curriculum Contributions

This contribution is for items and activities that the children and teachers use to support the school's learning program. Examples of these are posters, take home books, equipment, books, assessments.

**\* Please use the Maxim portal to make a Curriculum Contribution.**

## PART 2 – Other Contributions

The contributions in this category are for non-curriculum items that relate to the school's functions and objectives. Examples of these are student support programs, School Canteen operations, Building and Grounds Maintenance.

**\* Please use the Maxim portal to make a Curriculum Contribution.**

## PART 3 – Educational Items for students to own

If you would like your child to individually own and use his/her own booklist and stationery items the school recommends that you purchase these from Maxim. The school has given Maxim a list of recommended items for each Grade level.

**\* Please see below for how to order using the Maxim Portal.**

## PART 4 – Tax Deductible Contributions (New)

These contributions are Tax Deductible, and you will be issued a receipt from the school that you can use for Tax Purposes. Amounts starting from \$2 are accepted in this section. (no maximum amount)

You can donate to:

**The Building Fund** – supports building renovations, upgrades, and maintenance.

**The Library Fund** – to support book and equipment purchases that sustain the Discovery Burrow.

**\* Please contact the office on 9309 4350 if you would like to make a tax-deductible donation to the school.**

## PART 5 – Extra-Curricular Items and Activities

The items and activities in this section are provided on a user-pays basis. Families will receive information about the items or activities, together with the cost. Examples in this category include excursions, in house activities, Camps, Graduation.



## How to Order a Book Pack or to make curriculum or other contributions.

To order a Book pack, make a curriculum or other contribution, please go to:

<http://www.maxim.booklists.com.au>

Portal opens Monday 17<sup>th</sup> October 2022

1. Your access code is: **WESTMEAD**  
*\*Please note this is capital sensitive. Please enter code as displayed in screen.*
2. Select the year level required for order
3. Please ensure that the students' name, your name, and contact details are given and correct.
4. Select 'Place order'.
5. If purchasing more than one booklist, please select 'Add another booklist' and follow the same procedure from Step 3.
6. Select if you would like to make a curriculum or other contribution.
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 for collection.

If you have any questions, please call Maxim on

**1800 25 35 35 and press option 1**

Orders must be placed by the **13<sup>th</sup> of December 2022** to ensure delivery is on time, ready for the start of the year