



Casey Fields  
Primary School

Chapelton Road, Cranbourne East, VIC, 3977

## 2024 Parent Payments – Year 3

*Dear parent/guardian,*

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

Schools provide students with free instruction to fulfil the standard curriculum requirements and we want to assure you that all contributions are voluntary. However, the ongoing support of our families ensures that our school can offer the best possible education and support for our students.

We would like to take this opportunity to thank you for your ongoing support, whether that is through financial contributions, 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 purchase quality learning materials and equipment across the school, offer a wider range of subjects and special curriculum experiences and enhanced digital learning opportunities.

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

Please read the information in this document carefully and if you have any questions, please contact the school office.

Yours sincerely,

Cameron Heath  
Principal

Errin Meates  
School Council President

### Educational items for students to own

Attached is a list of items included in the book packs that the school recommends you purchase from *KAKA Kids* for your child to individually own and use.

Please follow the instructions on the attachment to purchase the book packs directly from *KAKA Kids*. All individual packs will be clearly named and delivered to the student's classroom in Term 1.

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

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

### Financial Support for Families

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

- CSEF - 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:

Business Manager: Natalie Galati

Ph: 03 5992 9000 | Email: [casey.fields.ps@education.vic.gov.au](mailto:casey.fields.ps@education.vic.gov.au)

### Payment methods

- **Curriculum Consumables & Other Contributions**
  - Paid to Casey Fields Primary school via,
    1. Compass
    2. Bank Transfer (Account Name: Casey Fields Primary School BSB: 063 250 Account Number: 11106869)
    3. Eftpos at the school office
- **Book Pack**
  - Paid directly to KAKA Kids by following the ordering instructions
    1. Visit: [www.booklistscfps.com](http://www.booklistscfps.com)
    2. Go to: **PURCHASE BOOKLISTS** in menu heading
    3. Enter: **cfps3977** in the Guest Area
    4. Select your packs and enter the student's name
    5. Proceed to checkout and complete personal and payment details

*Casey Fields Primary School is a cashless school. We do not accept cash or cheque payments.*

### 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. All requests for refunds must be made in writing within a reasonable time frame.



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><b>Classroom consumables, materials &amp; equipment</b></p> <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper (\$10.00)</li> <li>• STEM – batteries, glue, stationery, seeds, garden supplies, motors etc (\$10.00)</li> <li>• Sport – equipment (\$5.00)</li> <li>• LOTE – Stationery, cooking supplies, Chinese exercise books (\$5.00)</li> <li>• Music – Stationery and equipment (\$5.00)</li> </ul>	\$ 35.00
<p><b>Online subscriptions</b></p> <ul style="list-style-type: none"> <li>• Wushka (\$20.00)</li> <li>• Scholastic Literacy Pro (\$14.00)</li> </ul>	\$ 34.00
<b>Total Curriculum Contributions</b>	<b>\$ 69.00</b>

Other Contributions – for non-curriculum items and activities	Tax deductible?	Suggested Voluntary Contribution per family			Amount
<p><b>Student Wellbeing Programs</b></p> <p><b>Student wellbeing funds</b> will supplement the existing funding we receive from the DET to support student wellbeing and integration.</p> <p>Examples of how contributions will be used include, assisting with the costs of providing book packs for students who are unable to pay, running breakfast club, student inclusion resources and programs, student wellbeing resources and programs.</p>	<b>No</b>	\$50	\$100	Other	\$ _____
<p><b>ICT Fund</b></p> <p><b>The Information Communication Technology funds</b> will ensure we can continue to invest in ICT for all students to have for 21<sup>st</sup> century learning opportunities in the classroom.</p> <p>Primary schools (unlike secondary schools) do not receive Commonwealth funding for technology.</p> <p>Casey Fields Primary School already spends a large portion of its budget on ICT, however additional support will enable us to grow our ICT program.</p>	<b>No</b>	\$50	\$100	Other	\$ _____



<b><i>First Aid Fund</i></b> <b>First Aid contributions</b> will be used to maintain consumable stock and to purchase first aid equipment.	<b>No</b>	\$50	\$100	<i>Other</i>	\$ _____
<b><i>General Improvement Fund</i></b> <b>General Improvement funds</b> will assist with the general improvement of school facilities.	<b>No</b>	\$50	\$100	<i>Other</i>	\$ _____
<b>TOTAL</b>					<b>\$</b>



## STATIONERY REQUIREMENTS 2024 YEAR 3

LINE	QTY	ITEM
1	1	ART KIT CF (A3 ART FOLIO, F/LINER, SHARPIE, HB, GLUE STICK X 2)
2	1	CALCULATOR SHARP EL243S
3	2	CLOTH CLEANING MICROFIBRE 20 X 20CM
4	3	DOCUMENT WALLET PP BUTTON CLOSURE A4 L/S CLEAR
5	4	ERASER STAEDTLER LARGE WITH SLEEVE
6	8	EXERCISE BOOK A4 WRITER PREMIUM 14MM D/THIRDS 48PG
7	3	GLUE STICK STAEDTLER 36GM
8	2	GRAPH BOOK 10MM WRITER PREMIUM A4 48PG
9	1	HIGHLIGHTER FABER TEXT LINER ICE ASST 4'S
10	1	HOME READER DIARY - READING TREK
11	1	LOTE KIT CF (SCRAPBOOK X 1, HB X 2, GLUE STICK X 2)
12	4	MARKER WHITEBOARD PENTEL BULLET TIP BLACK
13	1	MARKERS CRAYOLA SUPER TIP WASHABLE PK20
14	2	MESH MICADOR A4 MULTIPURPOSE POUCH
15	1	MUSIC KIT - (W/B MARKER, HB, GLUE STICK)
16	12	PENCIL MICADOR ESSENTIAL HB (FSC 100%)
17	4	PENCIL RED CHECKING AND RULING - BELGRAVE B4
18	1	PENCILS COLOURED FABER-CASTELL TRI GRIP PK24
19	2	POST IT NOTE 76X76 654 YELLOW EACH
20	2	RULER WOODEN CM & MM - 30CM
21	2	SCISSORS STAEDTLER NORRIS CLUB HOBBY 17CM
22	8	SCRAP BOOK CONTRAST COLORFUL CRITTERS 100GSM 64PG
23	2	SHARPENER 2 HOLE BARREL
24	1	STEM KIT - (HB X 2, SCRAPBOOK, ERASER, GLUE STICK)
25	2	WRITE N WIPE W/B SHEET - DOTTED THIRDS (650 MICRON) (EACH)
		<b>TOTAL</b>
		<b>\$ 105.70</b>

### ORDERING INSTRUCTIONS:

- Visit: [www.booklistscfps.com](http://www.booklistscfps.com)
- Go to: **PURCHASE BOOKLISTS** in menu heading
- Enter: **cfps3977** in the Guest Area
- Select the pack(s) you require for the 2024 School year
- Enter the **Student ID** not the Family ID (This can be found by clicking on your child's photo in Compass)
- Enter the **student's name** and then add pack to the cart.
- Proceed to checkout and complete personal and payment details
- An order confirmation will be sent to your email address

### DELIVERY INFORMATION & ORDER DEADLINE:

- **PLEASE NOTE: ALL ORDERS PLACED AFTER 5<sup>TH</sup> DECEMBER 2023 WILL INCUR A \$14.95 SURCHARGE FEE**
- All individual packs will be **delivered directly to the student's classroom**, clearly marked with their name and year level

# 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 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.