



**Heathmont East Primary School**  
Louis Street, Heathmont  
PO Box 505 Heathmont VIC 3135  
Ph: 03 9729 5439  
heathmont.east.ps@education.vic.gov.au  
ABN: 42 074 083 251

21<sup>st</sup> November 2024

Dear Parents/Carers,

Heathmont East Primary School is looking forward to another great year of teaching and learning and would like to advise you of our voluntary financial contributions for 2025.

Heathmont East Primary School is very proud of the quality programs that we have put in place to cater for the needs and interests of our students. Schools provide students with free instruction to fulfil the standard Victorian curriculum, and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families enables us to sustain high quality learning programs and resources for all children.

Your voluntary financial support underlies the success and quality of the academic and co-curricular programs available to meet the diverse needs of our students, ensuring that we have the materials and facilities to run programs successfully and enable our students to 'Aim High.'

Heathmont East Primary School Council and its Finance Committee have worked closely with the Leadership Team and Business Manager to set recommended contribution amounts to meet the budgetary requirements of the school. This ensures that the provision of classroom resources, maintenance of our buildings and grounds, and upgrades to classroom technology are made available for the benefit and enjoyment of your, and all other children.

Within our school this support has allowed us to ensure that students have access to high quality resources including: new resource books and novels, the provision of up-to-date technology in classrooms, new sports equipment, new musical instruments, resources for STEAM and Sustainability and wellbeing initiatives that promote a holistic learning environment.

Major Buildings and Grounds projects undertaken in 2024 include:

- Creation of a natural play space with a dry creek bed;
- Asphalt paving of the walkway between the main building and the BER;
- Installation of synthetic grass behind the Art room and in the oval goal square;
- Additional planter boxes, plants and seating area
- General maintenance of the oval including aerating, fertiliser, spraying and spreading turf sand.

We want to thank you for all your support, whether that's through contributions, fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

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

Yours sincerely,

  
Anita Elliott  
Principal

  
Benjamin Gordon  
School Council President

AIM  
HIGH



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## Level 5

### Curriculum Contributions

Below is a list of items and activities which are essential for your child to learn the standard curriculum. Heathmont East Primary School will purchase student books on behalf of parents as we value inclusivity and equality among our students to ensure that every student has items with the same specifications and quality. Our school purchases these essential resources in bulk, enabling considerable savings from the school's sizeable buying power and the ability to claim the GST payable versus parents/carers purchasing through third party providers.

Additionally, each student receives a journal for activities that reinforce school values, Respectful Relationships, and PERMAH (Positive Emotion, Engagement, Relationships, Meaning, Achievement, and Health). These journals also support goal-setting, reflection, and reading logs, strengthening the home-school partnership by encouraging families to participate in and support their child's learning journey.

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
1. Student books and consumables	\$46.00
2. Digital Learning Pack <ul style="list-style-type: none"> <li>• Essential Assessment Literacy</li> <li>• Essential Assessment Numeracy</li> </ul>	\$17.50
3. Student wellbeing journal	\$15.75
4. Classroom consumables, materials & equipment	
5. Printing and photocopying of worksheets and learning materials	\$23.75
6. Specialist program consumables for Art, STEAM, LOTE, Sustainability, Music and Physical Education	\$37.00
Curriculum Resources Contribution	\$120
ICT Contribution	\$110
Swimming and water safety program	\$ 25
<b>TOTAL</b>	<b>\$395</b>

**Curriculum Resources Contribution** - These contributions play a vital role in supporting key curriculum areas and programs, ensuring students have access to shared resources and enriching materials.

Contributions directly provide:

- **Numeracy Manipulatives:** Class sets of essential tools, such as MAB (base ten blocks), playing cards, trundle wheels, and protractors, to support hands-on learning in math.
- **Literacy Resources:** Guided and decodable readers, take-home books, dictionaries, and other critical literacy tools for reading development.
- **Music Program Support:** Maintenance and repair of musical instruments to ensure a vibrant and inclusive music curriculum.
- **Sports Equipment:** Replacement of essential sports items and membership in School Sport Victoria (SSV) to support physical education and interschool activities.



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- **Inquiry and Science Resources:** Supplies for inquiry-based learning, science experiments, sustainability projects, and LOTE (Languages Other Than English) programs.

**Information Technology Contribution** – It is important to ensure that our software, devices and infrastructure is up to date so that students can benefit in their learning, increase engagement and foster critical thinking, problem solving and creativity.

**Swimming Contribution** – The swimming program is a required element of the school’s Curriculum, designed to increase opportunities for students to learn how to swim, and ensure they develop lifelong skills in swimming and water safety. All students are expected to attend. The Swimming in Schools DET initiative provides funding of \$40 per student to help deliver a swimming and water safety program. Through the generosity of parent contributions supporting our swimming program, HEPS is proud to have offered a quality weeklong swimming program for students for many years.

OTHER CONTRIBUTIONS – for non-curriculum items and activities	
First Aid Contribution	\$60
Grounds Maintenance Contribution	\$30
TAX DEDUCTIBLE CONTRIBUTIONS	
<b>Building Fund:</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. <i>(Suggested - \$50)</i>	<i>\$(parent to complete)</i>
<b>Library Fund:</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource <i>(Suggested - \$20).</i>	<i>\$(parent to complete)</i>
<b>TOTAL OTHER CONTRIBUTIONS</b>	<b>\$160</b>

**Other Contributions**

Parent contributions towards the voluntary payments is essential to maintain the quality of education that we provide at Heathmont East Primary School. In addition to the Curriculum Contributions parents are strongly encouraged to contribute to these funds, which are listed on the Compass Parent Portal as follows:

**First Aid Contribution** - School staff are employed to meet the first aid needs of students at HEPS, for which we receive no government funding. In addition, the school provides first aid consumables required to treat students and to meet student health needs when at school and offsite. Staff also undertake professional development in CPR, anxiety, asthma, anaphylaxis, epilepsy, and diabetes management on an annual basis.

**Grounds Maintenance Contribution** - to ensure that the school can continue to maintain our grounds to a high standard. Our grounds promote a positive learning environment, provide a safe place for our students to play and exercise and are enjoyed by our community at school events.



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**Tax deductible funds** (the Library and Building funds) School council has established tax-deductible gift recipient status with the Australian Taxation Office for these funds:

As phase 1 of the school master plan is commencing in December the **Building Fund** aims to build reserves to supplement the capital works grant received by the Victorian Government. The addition of a modern administration block will increase school pride and enhance the school street appeal. These reserves will be used to purchase items that are not part of the tender process e.g., modern furniture, heating, or air conditioning.

The **Library Fund** aims to purchase books and equipment needed to sustain a modern library facility.

### Total

Category	
Curriculum Contributions	\$395
Other Contributions	\$ 90
Tax Deductible Contributions (Suggested amount \$70)	
<b>TOTAL CONTRIBUTION</b>	<b>\$555</b>

School Council thank you in advance for your support to these voluntary funds, so that we will continue to deliver future facilities upgrades and significant learning programs and resources for the Heathmont East Primary School Community.

### Extra-Curricular Items and Activities

Heathmont East 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 are provided on a user-pays basis and are not part of the annual Financial Contribution process. Students who choose not to attend these events will remain in class and receive explicit teaching relevant to the curriculum. Details of these items and activities will be provided to students and families throughout the year.

For example:

- Opt-in sporting opportunities throughout the year such as the Cross Country, Athletic Sports, SSV Sport (District, Regional, State) Competitions.
- Camping program: Year 3 - Year 6.

Payment for these charges will be required directly through Compass prior to the event.

### CSEF (CAMPS, SPORTS AND EXCURSIONS FUND)

Families holding a valid means-tested concession card or temporary foster parents are eligible for CSEF payments. Application forms for the CSEF will be available from the school office. Payments are made directly to the school and are tied to individual students.



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### School Savings Bonus (SSB)

The School Saving Bonus will provide \$400 in support for Victorian school-aged students in Term 4, 2024 for use on 2025 school costs.

Families can choose how they spend the School Saving Bonus. It can be used towards 2025 school costs, which may include:

- camps, excursions and incursions
- swimming and sporting programs
- graduations; and
- school uniforms.

### Financial Support for Families

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

- Access to State Schools' Relief Committee support for clothing/uniforms (via HEPS Student Wellbeing).
- Payment plans for Extra-Curricular Items and Activities
- The Camps, Sports and Excursions Fund, which provides payments for eligible students to attend camps, sports and excursions.
- The School Saving Bonus provides every student with \$400 for use on 2025 school costs.
- School Assistance Fund

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Rowena Broderick, Business Manager on 9729 5439, or email [heathmont.east.ps@education.vic.gov.au](mailto:heathmont.east.ps@education.vic.gov.au)

### Payment methods

#### METHODS OF PAYMENT

#### COMPASS



Payments can be made via Course Confirmation and Payments.

1. Open Course Confirmation and Payments and select the payments that you would like to make.
2. Either **pay in full** or if you would like to **pro-rata** your contributions flexibly throughout the year the school can offer a variety of ways to do this through Compass.
3. Complete your Debit/Credit Card details and submit.

#### BPAY

#### PAYMENT



**Bill Code 87361**

**Bill Reference** is located on your Family Statement. Contact the office if you would like your unique Bill Reference.



Credit card payments can be made in person at the school office.



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### 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.

# 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:

<b>Curriculum Contributions</b>	<b>Other Contributions</b>	<b>Extra-Curricular Items and Activities</b>
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	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.

