



Dear 2025 Grade 3 parent/guardian,

Diamond Creek Primary School is looking forward to welcoming all our new families and welcoming back all our current families in 2025.

We are looking forward to another great year of teaching and learning and would like to advise you of Diamond Creek Primary's Parent Payment arrangements for 2025 which will enable our outstanding programs to continue to run.

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 ensures 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's through fundraising or volunteering your time. This has made a huge difference to our school's play spaces, grounds 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,

Business Manager – Hayley Elliott

School Council President – Bec Gibbs

Principal – Jacqui Abrahams

***Please see the total amount payable for your child's Curriculum Contributions in 2025***

***The Victorian Government has issued \$400 for every child to spend on any items listed in the blue section along with uniforms and stationery packs.***

Curriculum Contributions	\$ 238
Other Contributions	\$ 100
Extra-Curricular Items and Activities	Due at time of event
<b>TOTAL</b>	<b>\$338</b>

Below we have included the table which will appear on Compass under Course Confirmations.

**Curriculum Contributions** - items and activities that students use, or participate in, to access the Curriculum.

**Other Contributions** - for non-curriculum items and activities

**Extra-Curricular Items and Activities** – user pays basis.

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum. These example below are included but not limited to	
<p><b>Grade 3 classroom consumables, materials &amp; equipment</b></p> <ul style="list-style-type: none"> <li>• <b>Art</b> - coloured, embossing &amp; drawing paper, kinder squares, cardboard, acrylic paint, water colour, magiclay, construction materials, markers, sand, craft sup.</li> <li>• <b>Science /Inquiry</b> – experiment supplies &amp; ingredients</li> <li>• <b>Mathematics</b> – Play money, counters, 2D &amp; 3D shapes, measurement kits, dice, number fluency games and resources.</li> <li>• <b>Reading &amp; Writing</b> – Literacy games and resources, classroom library, class reading sets, take home books, vocabulary games, phonic resources, paper and writing tools.</li> <li>• <b>Physical Education</b> – Athletics &amp; sporting resources, ribbons, external coaching providers,</li> <li>• <b>Performing Arts</b> – Musical Instruments, resources for puppets, props, scripts</li> <li>• <b>Italian</b> - scrap book, white paper, coloured paper, photocopying, coloured pencils, markers, crayons, crafting materials and eye masks.</li> </ul>	\$140
<p><b>Grade 3 Online Subscriptions</b></p> <ul style="list-style-type: none"> <li>• Nessy</li> <li>• Essential assessment</li> <li>• Pat Online</li> <li>• Times Tables Rockstars</li> <li>• Writemark</li> </ul>	\$60
<p><b>Grade 3 ICT &amp; STEM</b></p> <p><b>ICT Devices</b> – interactive digital T.V and provision of devices from the shared classroom</p> <p><b>STEM</b> - Equipment</p>	\$20
<p><b>Grade 3 Printing</b>, photocopying &amp; laminating of worksheets and learning materials</p>	\$18
<b>TOTAL</b>	<b>\$238</b>

**As in previous years, Students will need to provide their own individual classroom stationery in 2025.**

**The information on how to purchase these stationery packs via Rapid Office supplies has been provided.**

**in the letter attached.**

<b>Other Contributions - for non-curriculum items and activities</b>	
<i>First aid - supplies for Sick Bay, Camp, Excursions &amp; Yard Duty,</i>	\$10
<i>School grounds - maintenance and improvements</i>	\$30
<i>Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. <b>TAX DEDUCTABLE</b></i>	\$30
<i>Library fund. A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. <b>TAX DEDUCTABLE</b></i>	\$30
<b>TOTAL</b>	<b>\$100</b>

### Extra-Curricular Items and Activities

Diamond Creek 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.

Extra-Curricular Items and Activities will appear on Compass approx. 6 weeks prior to the event so you can consent and pay.

<b>Extra-Curricular Items and Activities – \$400 School Saving Bonus Can be used towards these activities listed below</b>	
<p><b>Optional Swimming Program</b> – This program is usually held over one full week.</p> <p>The \$70 fee covers Lesson, Entry to pool and transport for the week.</p> <p>Payment and consent will be available via compass in 2025 closer to the event.</p>	Approx \$75
<b>Optional Grade 3/4 school camp</b> – 2 nights, Location TBC	Approx \$400
<p><b>Athletics carnival</b> – Meadowglen Athletic Track in Epping. This amount covers entry and transport to the venue.</p> <p><b>Cross Country</b> – Local Walking Track and park</p> <p>Consent will be available on Compass in 2025 closer to the event.</p>	Approx. \$0
<p><b>School Concert &amp; Rehearsal</b> – PRACC</p> <p>Consent will be available on Compass in 2025 closer to the event.</p>	Approx \$25
<p><b>Other optional Grade 3 activities/excursions to be scheduled during 2025.</b></p> <p>E.g. Book Week Author Visit</p>	Approx. \$7
<b>Approx. Amount</b>	<b>\$ 522.00</b>

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- individual payment plans options specific to your family situation
- school saving bonus.

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

**Hayley Elliott – Business Manager**

Ph: 03 9438 1108 | Email: [diamond.creek.ps@education.vic.gov.au](mailto:diamond.creek.ps@education.vic.gov.au)

**Please log into Compass to view the course confirmation tile**

Curriculum Contributions	\$ 238
Other Contributions	\$100
Extra-Curricular Items and Activities	Due at time of event
<b>TOTAL amount payable for your child’s Curriculum and Other Contributions in 2025 for Grade 3</b>	<b>\$338</b>

### Payment methods –

D.C.P.S Preferred method of payment is via **Compass**. Through the course confirmation tile

Other payment options include:

- 1/ Cash/Eftpos payable to the School Office
- 2/ Direct Deposit: Please contact the school via email if you wish to obtain the bank account details [diamond.creek.ps@education.vic.gov.au](mailto:diamond.creek.ps@education.vic.gov.au)

### 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 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.