



ST ANDREWS PRIMARY SCHOOL  
15 Caledonia Street, St Andrews 3761  
Phone: 9710 1255  
[st.andrews.ps@education.vic.gov.au](mailto:st.andrews.ps@education.vic.gov.au)

Dear Parent/Guardian,

St Andrews Primary School is looking forward to another great year of teaching and learning and would like to advise you of St Andrews Primary School's voluntary financial contributions for 2025.

Schools provide students with free instruction to fulfil the standard Victorian curriculum requirements 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 and the programs we can offer.

Within our school this support has allowed us to offer a wider offering of subjects and special curriculum experiences; including enhanced digital learning opportunities; take home reading books, art supplies, physical education equipment, Japanese and Library resources.

*In line with many other schools, for 2025 we are introducing the STAPS Family Support Fund to support families in financial hardship. When paying your curriculum contributions, you will have the option to offer support to another family through a contribution towards the STAPS Family Support Fund. It will make a difference to the students of these families.*

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

Yours Sincerely,

**School Principals**, Hayley Styles and Carlyne Chandler

**School Council President**, Robert Powers



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## Voluntary Contributions:

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Classroom consumables, materials &amp; equipment</b> Includes Science consumables, Mathematics & English equipment, photocopying and printing, take-home reading materials, STAPS Book Bag, sports equipment <i>(with regards to stationery and "book packs" STAPS orders in bulk, and an itemised list is available from the office if you wish to purchase your own)</i>	\$130.00
<b>STEM Program</b>	\$20.00
<b>ICT devices - provision of devices from the shared classroom sets</b>	\$20.00
<b>Art supplies</b>	\$35.00
<b>Other Curriculum Materials (including digital resources)</b>	\$15.00
<b>Sub Total</b>	<b>\$220.00</b>
Other Contributions – for non-curriculum items and activities	Amount
<b>Library Resources</b> (library books, maintenance of books, borrowing software package)	\$20.00
<b>Student Welfare Resources</b> (including first aid supplies)	\$25.00
<b>Other Contributions (including sports affiliation costs and wellbeing programs)</b>	\$20.00
<b>Parent and School communication (Compass)</b>	\$15.00
<b>Buildings &amp; Grounds Maintenance</b>	\$30.00
<b>Sub Total</b>	<b>\$110.00</b>
<b>Total Amount</b>	<b>\$330.00</b>

Other Contributions – support for others	Amount
<b>STAPS Family Support Fund:</b> To support families in financial hardship	\$50.00
<b>Total Amount</b>	<b>\$380.00</b>



### Educational items for students to own

A list of items that the school recommends and will purchase in bulk is available from the office.

### Extra-Curricular Items and Activities

St Andrews 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 in order to deliver the Curriculum. These are provided on a user-pays basis per and calculated using DET recommended guidelines. The school will notify you when payment is due for these activities via Compass.

Extra-Curricular Items and Activities – for non-curriculum items and activities	Amount
<b>Other optional Excursions/camps/activities/instrumental music &amp; band lessons/sporting/Whole school events and opportunities as scheduled</b>	TBA on Compass
<b>School Photos</b>	User pays basis
<b>Year 6 only: T-shirt</b>	User pays basis Approx. \$60
STAP OSHC (Out of School Hours Care)	Amount
<b>STAPS OSHC Annual Registration Fee (<i>per child</i>) for those using the OSHC service</b>	\$15.00
<b>Fees apply for the use of the OSHC service on a per session basis. Please speak with Michelle in the office or Tracey our OSHC co-ordinator if you have any questions.</b>	User pays basis

### Financial Support for Families

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

- Camps, Sports and Excursions Fund in line with DET guidelines
- State Schools Relief (SSR)
- Individual payment plans

If you think you will have difficulty making payments, please see us to discuss possible support options and flexible payment arrangements. Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential. For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

**Carolyn Chandler or Hayley Styles (Co-Principals) or Michelle Commerford (Business Manager)**

Ph: 03 9710 1255      Email: [st.andrews.ps@education.vic.gov.au](mailto:st.andrews.ps@education.vic.gov.au)



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## Total

Category	Total
Curriculum Contributions	\$ 220
Other Contributions	\$ 110
Other contributions – support for others	\$
Extra-Curricular Items and Activities	As advised during the year
Out of School Hours Annual Registration Fee (per child)	\$15
	<b>TOTAL</b> \$

## Payment methods

Payment for 2025 can be made via Direct Deposit, Cash/EFTPOS at the school office, via credit card at the school office or via the Compass Portal (upon request)

**BSB 063 222**

**ACC. 00901182**

**To support our planning for 2025, we welcome your contributions during Term Four 2024, or from the start of the 2025 school year. You are also able to contribute flexibly across the year.**

## 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.