



28<sup>th</sup> October 2024

## **2025 – School Age and Early Learning on-site students**

*Dear parent/guardian*

*Port Phillip Specialist School is looking forward to another great year of teaching and learning and would like to advise you of Port Phillip Specialist School's voluntary financial contributions for 2025, as approved by School Council 28<sup>th</sup> October 2024.*

*Schools provide students with free instruction to fulfil the standard 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 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 this support has allowed us to offer a wider offering of subjects and special curriculum experiences; enhanced digital learning opportunities; and upgrades to our facilities.*

*Port Phillip Specialist School is endorsed as a Deductible Gift Recipient under the Income Tax Assessment Act 1997 (Cth) with the result that any donations made by you will be tax deductible. To be tax deductible, your donation needs to be made voluntarily. We have suggested an amount to be contributed under "Curriculum Contributions" and "Other Contributions" below, but please feel free to contribute an alternative amount. Amounts paid under "Extra-Curricular Items and Activities" are not donations and are not tax deductible.*

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

*Yours sincerely*

*Anne O'Brien, Principal*

*Paul Grant, School Council President*

## SCHOOL AGE students

<b>Curriculum Contributions – suggested tax-deductible contributions for items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
<i>Classroom consumables, materials &amp; equipment</i> <i>Subject specific materials and equipment:</i> <ul style="list-style-type: none"> <li>English, Mathematics, Personal and Social Capabilities, Health and PE, Science, Art, Music, Performing Arts (Dance &amp; Drama) Technology, Functional Living Skills – Café by the Bay, Canteen</li> </ul> <i>Including and not limited to - Stationery, paper, posters/charts, craft items, classroom libraries, readers, sensory items</i>	\$200
<i>Online Subscriptions</i> <ul style="list-style-type: none"> <li>Boardmaker; mathematics; Little Learners Love Literacy; Sunshine Online</li> <li>Proloquo2go</li> </ul>	\$150
<i>ICT Devices – provision of devices from the shared classroom sets</i> <ul style="list-style-type: none"> <li>iPads, UE Booms, Headphones</li> </ul>	\$250
<i>Communication tools – augmentative alternative communication devices, aided language displays, managing behaviour display</i>	\$100
<i>Swimming and water safety program</i>	\$150
<i>Printing and photocopying of learning materials</i>	\$50
<i>Whole school events</i> <ul style="list-style-type: none"> <li>Assemblies and celebrations</li> <li>The Arts Festival, Family Fun Day, Movie Night</li> <li>Cultural Days</li> </ul> <i>Interschool Sports – entry and transport</i> <i>Riding for the Disabled (RDA)</i>	\$150
<b>Total tax-deductible Curriculum Contributions</b>	<b>Parent to complete</b> \$
<b>Other Contributions – suggested tax-deductible contributions for non-curriculum items and activities</b>	<b>Amount</b>
<i>School Sports Victoria affiliation</i>	\$50
<i>Student and parent communication tools</i> <ul style="list-style-type: none"> <li>SENTRAL, Seesaw</li> </ul>	\$50
<i>Enhanced student wellbeing support</i> <ul style="list-style-type: none"> <li>Wellbeing programs, respectful relations, SWPBS</li> </ul>	\$100
<i>First aid and hygiene equipment</i>	\$25
<i>School grounds maintenance and improvements</i>	\$25
<i>Use and upkeep of specialised equipment and facilities</i> <ul style="list-style-type: none"> <li>Hoists and therapy equipment</li> </ul>	\$25
<b>Total tax-deductible Other Contributions</b>	<b>Parent to complete</b> \$

## EARLY LEARNING on-site students

<b>Curriculum Contributions – suggested tax-deductible contributions for items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
<i>Classroom consumables, materials &amp; equipment</i> <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper etc.</li> <li>• Technology – gardening tool, plants etc.</li> <li>• Mathematics – numeracy blocks</li> <li>• Sports – equipment/play equipment</li> <li>• Sensory items/activities food ingredients such as flour, butter, milk, fruit etc</li> </ul>	\$250
<i>ICT Devices – provision of devices from the shared classroom sets</i> <i>iPads, UE Booms, Headphones</i>	\$100
<i>Communication tools – augmentative alternative communication devices, aided language displays, managing behaviour display</i>	\$50
<i>Printing and photocopying of learning materials</i>	\$25
<i>Cultural Days</i>	\$25
<b>Total tax-deductible Curriculum Contributions</b>	<b>Parent to complete</b>
	\$

<b>Other Contributions – suggested tax-deductible contributions for non-curriculum items and activities</b>	<b>Amount</b>
<i>Student and parent communication tools</i> <ul style="list-style-type: none"> <li>• SENTRAL, Seesaw</li> </ul>	\$25
<i>Enhanced student wellbeing support</i> <ul style="list-style-type: none"> <li>• SWPBS</li> </ul>	\$100
<i>First aid and hygiene equipment</i>	\$25
<i>School grounds maintenance and improvements</i>	\$25
<b>Total tax-deductible Other Contributions</b>	<b>Parent to complete</b>
	\$



**Educational items for students to own**

Port Phillip Specialist School does not require you to purchase items from third party providers for your child to individually own and use.

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

Port Phillip Specialist 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 throughout the year.*

<b>Extra-Curricular Items and Activities</b>	<b>Amount</b>	<b>Please tick if required</b>
<i>Camps and excursions to be scheduled</i>	<i>TBA</i>	
<b>Total Extra-curricular Items and Activities</b>	<b>\$</b>	

**Financial Support for Families**

Port Phillip Specialist School understands that some families may experience financial difficulty and offers a range of support options, including:

- *the Camps, Sports and Excursions Fund*
- *State Schools Relief (SSR)*
- *Payment plans for Extra-Curricular Items and Activities*
- *Port Phillip Specialist School’s financial support options for families*

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

Anne O’Brien

Ph: 03 9646 0855 | Email: [anne.obrien@education.vic.gov.au](mailto:anne.obrien@education.vic.gov.au)



**Total**

Category	Total recommended amount <b>SCHOOL AGE Students</b>	Total recommended amount <b>EARLY LEARNING on-site Students</b>	Total payment <b>Parent to complete</b>
Total tax-deductible contributions	\$1,325	\$625	\$
Extra-Curricular Items and Activities	\$TBA	\$TBA	\$
<b>Total</b>	<b>\$1,325</b>	<b>\$625</b>	<b>\$</b>

**Payment methods**

- **Internet Banking** - direct deposit to PPSS – details below

BSB	083-368
Account Number	51-553-3543
Account Name	Port Phillip Specialist School, School Council Official Account
Reference	<i>Please enter student name &amp; Group</i>

- **BPay** – individual BPay reference # will be provided for each student
- **EFTPOS** (DEBIT/VISA/Mastercard) at PPSS reception (Diners and AMEX are not accepted)

**DGR receipts**

*When making payment, please complete details below and forward to PPSS reception or Email [port.phillip.ss@education.vic.gov.au](mailto:port.phillip.ss@education.vic.gov.au)*

**Student Name:** ..... **Group:** .....

Your DGR (Tax deductible) receipt will be issued in the following name, and forwarded to you via email (please use BLOCK letters).

**DGR Name:**.....

**Email:** .....

**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.*

# 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) including the VCE Vocational Major 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.