



Rolling Hills Primary School Parent Contributions 2024

Dear Parent/Guardian,

Rolling Hills Primary is looking forward to another great year of teaching and learning and would like to advise you of Rolling Hills Primary Schools' voluntary financial contributions for 2024.

Schools are provided with funding to fulfil the standard Victorian curriculum. Parent contributions are voluntary and support our ability to offer the best possible education and support for our students.

We want to thank you for your contributions as well as your ongoing support for fundraising and volunteering. This makes a huge difference to our school and the programs we can offer.

Your contributions have allowed us to install new playground equipment and shade sails as well as the installation of the turf and shade sails on the quadrangle.

In 2021 we introduced an RHPS 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 RHPS Family Support Fund. It will make a difference to the students of these families.

Ordering Student Book Back and Payment Method:

Order your Student Booklist Pack and pay your financial contributions at <https://booklist.officebrands.com.au/Croydon> please see next page for ordering information and instructions.

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

Yours sincerely,

Craig Bradley
Principal

Jasmine Mishra
School Council President



2024 BOOKLISTS

Open for ordering **Monday 9 October 2023**

Last day for ordering **Friday 29 December 2023***

ORDER ONLINE



- 1. Go to Booklist Website** booklist.officebrands.com.au/croydon
 - Enter School Access Code: **busyapple44**
 - Select: Create an Order
- 2. Enter Details** (Separate orders are required for each student but with single payment on completion.)
 - Enter your child's name and select their year level for **2024**.
- 3. Create your order**
 - School predefined quantities for each product are displayed but can be adjusted if required.
 - When finished, click on Add to Cart
Review your order; (click on Edit Order if required).
 - Select Checkout or Add another Student
- 4. Checkout**
 - Enter your details.
 - Delivery / Collection Details; please select Collect at School*
 - Click Next.

5. Select payment type and submit your order

An order confirmation will be sent to the email address on your order.

BOOK PACKS WILL BE DELIVERED TO THE CLASSROOM AND AVAILABLE ON THE FIRST DAY OF TERM 1, 2024.

IMPORTANT INFORMATION

**Late orders will be accepted after Friday 29 December 2023 but will incur a \$15 late fee and may not be available for the start of school so Please do not delay.*

Anyone experiencing financial hardship is invited to make an appointment with Principal Craig Bradley or Business Manager Jenine Farley

Email: craig.bradley@education.vic.gov.au or jenine.farley@education.vic.gov.au

Phone: 9726 4454

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p>Classroom Programs: Inquiry, Library, Wellbeing, Sustainability Consumables for these programs includes but not restricted to A3 & A4 paper/cardboard, paper circles, kinder squares, tissue paper, wooden pop sticks, craft materials, glue, pipe cleaners, cellophane, feathers, glitter, cooking ingredients, stem building/project materials, classroom project materials, A3 & A4 laminating sheets, lined paper, merit stickers/stars, sticky tape, masking tape, pots, seeds, Wellness Journal, and printing and photocopying of worksheets and learning materials.</p>	\$55.00
<p>Literacy & Numeracy Programs (e.g., Maths English) Consumables for these programs includes but not restricted to A3 & A4 paper/cardboard, paper circles, kinder squares, tissue paper, wooden pop sticks, craft materials, glue, pipe cleaners, cellophane, feathers, glitter, cooking ingredients, STEAM building/project and printing and photocopying of worksheets and learning materials.</p>	\$40.00
<p>Specialist Programs: Visual Art, Performing Arts, Phys Ed, Global Studies, STEAM Consumables for these programs includes but not restricted to, paint, craft fibres- felt, fabric, a3 a4 paper/cardboard, tissue paper, glue, crepe paper, cellophane, wooden pop sticks, paper plates, clay, pipe cleaners, sticky tape, masking tape, art folio, tiles, pots, a4 a3 laminating sheets, song book, display book, athletic ribbons, trophies, certificates, 3D projects, consumables for STEAM and printing and photocopying of worksheets and learning materials.</p>	\$75.00
<p>ICT Learning Programs / Digital Technologies Digital Subscriptions to Smart Spelling, Squizya, Essential Assessment/PAT, Computer Software, Technical Support and provision of devices from the shared classroom sets.</p>	\$70.00
Curriculum Contributions- TOTAL	\$240.00
<p>Student Booklist Pack purchased separately through https://booklist.officebrands.com.au/Croydon - dollar amount varies for each year level</p>	Plus, student booklist pack
Other Contributions - for non-curriculum items and activities	Amount
<p>RHPS Family Support Fund: To support families in financial hardship.</p>	\$50.00
<p>Grounds & Maintenance: Grounds and Maintenance contributions are used to assist in maintaining the school's grounds, this includes larger scale works that cannot be completed at working bees.</p>	\$50.00
<p>Chaplaincy: For the last fourteen years, we have benefited from the services of our school Chaplain. This is a secular support program that supports individuals and school programs. Whilst this was fully funded at the beginning of the program, over time, grants have reduced, and we are now responsible for funding this program from within school finances. Many of our families have taken the opportunity to access our school Chaplain and we invite you to contribute to ensure that this invaluable resource is retained in 2024. Chaplaincy contributions are used to contribute to the salary costs of our Chaplain. <i>Note: Families who wish to make a voluntary Chaplaincy donation can also do this directly through Korus Connect at https://www.korusconnect.org.au/donate. Korus Connect will provide a tax-deductible receipt. Contributions directly to the school do not have tax-deductible status.</i></p>	\$50.00

Educational items for students to own

To access the list of items that the school recommends you purchase from Ross Office Supplies for your child to individually own and use, please see attached flyer with instructions on how to access the Student Booklist for you to download.

Extra-Curricular Items and Activities

Rolling Hills Primary 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.

Extra-Curricular Items and Activities - Optional	Amount
Excursion/Incursions/Sporting Events/Camps/Whole School Events Activities and items that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the curriculum.	User Pays basis
School Photos / Grade Six Graduation / Grade Six Jacket	User Pays basis

Financial Support for Families

Rolling Hills Primary School understands that some families may experience financial difficulty and offers a range of support options, including the Camps, Sports and Excursions Fund (CSEF) & State Schools Relief. If you think you will have difficulty making payments, please contact Jenine Farley, Business Manager, via the General Office, 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, please contact: For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Craig Bradley

or Jenine Farley

Email: craig.bradley@education.vic.gov.au

jenine.farley@education.vic.gov.au

Phone: 9726 4454

Payment methods

Order your Student Booklist Pack and pay your financial contributions at <https://booklist.officebrands.com.au/Croydon> please see attached flyer for ordering information and instructions.

Refunds

Our school will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. Generally, we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment.

PARENT PAYMENTS POLICY

Categorisation of parent payment requests – Primary Schools

The information below is to be used as a reference guide for schools when deciding upon which category a parent payment item should be listed on the [Parent Payment Letter Template](#). The list covers a wide range of potential items and activities that should only be listed by schools when they have a demonstrated need related to their school goals. Further information regarding how schools can request parent payments can be found at www.education.vic.gov.au/pal/parent-payment/policy.

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.

- **General classroom materials and equipment** (e.g. shared classroom stationery, paper, posters/charts, craft items, classroom libraries, readers)
- **Subject specific materials and equipment** (e.g. materials for English, Mathematics, Language, Science, Art, Music, Physical Education)
- **Provision and upkeep of school devices, peripherals and ICT** (e.g. devices owned by the school, class sets, device configuration, maintenance, server/system costs)
- **Photocopying and printing for students** (e.g. printed learning resources)
- **Curriculum activities** (e.g. excursions, incursions, camps, whole-school carnivals, including transport and entry)
- **Digital and online subscriptions for learning**
- **Assessments** (e.g. online standardised testing)
- **Supplementary classes within the school's swimming and water safety program and associated costs** (attended by all students)
- **Student planners / diaries**

Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

- **Sports affiliation costs** (e.g. School Sports Victoria affiliation)
- **Student and parent communication tools**
- **Enhanced student support** (e.g. learning support programs, tutoring, homework clubs)
- **Enhanced wellbeing support** (e.g. wellbeing programs, school counsellors, mental health practitioners)
- **Engaging staff through local payroll** (e.g. groundskeepers, additional wellbeing and learning support staff)
- **School buildings and grounds maintenance and enhancement** (e.g. Building Fund)
- **Library maintenance and enhancement** (e.g. Library Fund)
- **First aid and hygiene costs**

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.

- **Optional items to keep** (e.g. yearbook, school photos, recording of school concert)
- **Optional Extra-Curricular Activities - school based** (e.g. camps, excursions, incursions, guest speakers, sport carnivals and events)
- **Optional Extra-Curricular Activities - outside of school hours** (e.g. social, graduation, award ceremonies)
- **Alternative curriculum programs** (e.g. Montessori, Steiner, Language Immersion)
- **Private instrumental music lessons and instrument hire**
- **Entry into academic competitions**
- **Additional swimming classes and associated costs** (optional and outside the standard swimming and water safety program)

- Schools may also invite parents to supply or purchase educational items to use and own. These items are sold by third party providers and can include **booklist items, stationery, digital devices and peripherals, calculators**. If a student does not provide or purchase their own educational items, the school must ensure the student has free access to what is needed at school to access the school's delivery of the Curriculum