

23rd October, 2024

Dear Parents/Guardians,

Lucas 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.

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 makes a huge difference to our school and the programs we can offer.

Within our school, this support allows us to organise and coordinate the best possible programs outside of the traditional teaching and learning classroom structure. These financial contributions assist us with the purchasing of extra numeracy and literacy classroom resources, art and physical education equipment, ICT devices (Chromebooks & iPads), annual art projects and improving and maintaining our grounds and facilities.

Please find attached Lucas Primary School's financial contributions schedule for 2025, which includes an overview of what your payments will contribute towards. These payments are vital in allowing us to ensure appropriate resourcing of class programs for your child.

In addition, it is also strongly recommended that parents purchase an individual stationery pack from KaKa Kids School Supplies for their child/children. Details over page.

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

Yours sincerely



Dave Young
Principal



Marc Oliver
School Council President

Educational items for students to own (Stationery Pack)

In 2025, we will be obtaining our stationery packs from KaKa Kids School Supplies and all purchases must be via their online system. Please find attached a list of items that the school recommends for each individual student, with instructions on how to order online. **Stationery packs will be delivered to your child's classroom before the start of the school year.** All stationery items are carefully selected by the teachers for their suitability to **your child's** developmental needs. Students in each year level are provided with the same stationery pack, making this method more equitable and easier for parents.

The school administration and School Council work very hard to provide parents with access to high quality, reasonably priced stationery. We aim for all families to purchase the stationery packs online with KaKa Kids School Supplies. Parents who do not wish to do so, must consult the school regarding appropriate materials required.

Payment methods

Lucas Primary School offers the below payment options:

- BPay
- Direct Deposit
Account Name: Lucas Primary School Council Official Account
BSB: 063502
Account Number: 11009718
Reference Number: Parent Code
- EFTPOS

If families are unsure of their BPay or Parent Code details, please email the office on lucas.ps@education.vic.gov.au.

Financial Support for Families

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

- the 2025 School Saving Bonus to help with the cost of uniforms, textbooks and school activities.
- the Camps, Sports and Excursions Fund (CSEF) for eligible students to attend camps and excursions
- State Schools Relief
- payment plans for Extra-Curricular Items and Activities
- conveyance travel allowance if you live more than 4.8km from the school.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact our Business Manager, Jenny Plews 03 5338 5000, or email lucas.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 FINANCIAL CONTRIBUTION SCHEDULE 2025

Student Name: _____ Grade: _____

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables, materials & equipment <ul style="list-style-type: none"> • Art – paint, crayons, coloured paper etc • Annual Art Project • Science materials • Numeracy resources • Literacy resources • Sports equipment • Printing and photocopying of learning materials 	\$55
Online Subscriptions <ul style="list-style-type: none"> • Seesaw • Compass 	\$15
ICT Devices – provision of devices from the shared classroom sets	\$10
Other Contributions - for non-curriculum items and activities	Amount
School grounds maintenance and improvements	\$20
Total Amount	\$100

Donation – School Initiative Projects	Amount
2025 Vegetable Garden & Outdoor Learning Space <i>(In 2024 these contributions raised \$3,000 towards our target of \$20,000)</i>	
\$10 \$20 \$30 or please nominate amount	\$

Extra-Curricular Items and Activities

Lucas 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. Details of these items and activities will be provided to students and families throughout the year.

Extra-Curricular Items and Activities - Optional	Amount
<i>Parents have the option of paying the total amount \$150 at the start of the year or paying for extra-curricular items and activities as they occur.</i> <ul style="list-style-type: none"> • Excursions/ Incursions • Swimming (All grades will participate in a 5 day swimming program each year. • Year 2 Sleepover • Year 5 Sovereign Hill Costume School 	\$150
Total Amount	\$150
Extra payment is required if participating in: <i>(Final costing of these will be notified to families before they occur)</i>	
School camp – Year 5 & 6 (2025)	\$265 approx.
Interschool Sports activities - entry and transport	TBA
Year 6 Graduation	\$25 approx.
Year 6 Top	\$40 approx.

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.