 ***Castlemaine Primary School* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Payment Policy Information 2023**

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# Help for non-English speakers

If you need help to understand the information in this policy, please contact Castlemaine Primary School on 03 5472 1452 or [castlemaine.ps@education.vic.gov.au](mailto:castlemaine.ps@education.vic.gov.au)

Castlemaine Primary School provides students with free instruction within the standard Victorian Curriculum. To ensure our students have a high-quality educational experience, our school will also provide optional activities from time to time. These may include activities such as excursions, incursions, and school camps. These activities are provided on a user-pay basis. Below is some information for parents about the typical costs that may arise throughout the school year.

**VOLUNTARY CURRICULUM CONTRIBUTIONS (FEES)**

* Parents are welcome to nominate a monetary amount they would like to pay towards curriculum contributions for students, usually this would be $100.00. This contributes towards your child/ren accessing devices for digital learning, supplies for specialist classes such as our Art and Music program.
* Please see Jo Martin in the office if you would like to contribute.

**CAMPS AND EXCURSIONS**

* All camps/excursions are optional activities and must be paid in full before the event occurs. Notification of camps and costs will be provided to parents with at least 6 weeks’ notice.

**APPROXIMATE COSTS THROUGHOUT THE YEAR – NO PAYMENT NEEDED AT THIS STAGE**

* Permission notes will be published on XUNO with cost (this is when payment needs to happen).
* These are approximate costs only and are subject to change.

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| --- | --- | --- | --- | --- | --- |
| **PREP/1/2** | | **GRADE 3 /4** | | **GRADE 5/6** | |
| School Incursions | $15 | School Incursions | $15 | School Incursions | $15 |
| Sports Events | $25 | Sports Events | $25 | Sports Events | $25 |
| Excursions | $50 | Excursions | $50 | Excursions | $50 |
| Camp | $50 | Camp | $300-400 | Camp | $415 |

**LOCAL EXCURSION LEVY** – **(OPTIONAL) per child.**

This levy covers all the excursions that are $1, $2, $3 & $5. Hopefully this will save parents having to find small change***.*** Families can nominate an amount they would like to have as credit on family account, this will be used towards any lower priced excursions.

**PAYMENT OPTIONS**

**EFTPOS (PREFERED in office or over the phone), B-PAY, cash.**

We are in the process of changing banks so for anyone wishing to pay B-PAY or Direct Deposit please contact the office to check correct account numbers to use.

**CSEF – Camps, Sports & Excursions Fund**

If you hold one of the following, Veterans Affairs Gold Card, Centrelink Health Care Card, Pensioner Concession Card, you may be eligible to access this funding. $125.00 per student will be paid to the school and this money can be used for any camps, sports or excursion activities. Please pick up a CSEF form from the office.

**CENTREPAY**

We have Centrepay set up at the school so if you receive payments from Centrelink you may wish to use this facility. Please contact the office and we can explain how it works.

**B PAY**

You can now pay your accounts through BPAY. Please check with the office to receive your Parent Code, then we know who is paying.

**FINANCIAL HELP FOR FAMILIES**

Our school has a flexible payment option where families can contribute via instalments leading up to a camp/excursion or other activity. Please contact Jo Martin in the office as early as possible to ensure flexible payments can be set up before the event.

**COMMUNICATION**

This policy will be communicated to our school community in the following ways:

* Via the school website

**POLICY REVIEW AND APPROVAL**

|  |  |
| --- | --- |
| Policy last reviewed | 8/3/23 |
| Approved by | School Council |
| Next scheduled review date | March 2024 |