



3 Parker Street, Officer Vic 3809
PO Box 475, Officer Vic 3809
Phone: 03 5943 2800
ABN: 19 325 474 472

31st January, 2023

Dear Parent/Guardian,

Officer Specialist School is looking forward to another great year of teaching and learning and would like to advise you of Officer Specialist School's voluntary financial contributions for 2023.

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

Within our school this support has allowed us to provide students with a wide offering of special curriculum experiences, enhanced digital learning, communication opportunities and extensive sensory supports.

Officer 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,

Helene Rowe
Principal

Douglas Baxter
School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><i>Classroom consumables, materials & equipment</i></p> <ul style="list-style-type: none"> • <i>Art – paint, crayons, canvas, glitter, coloured paper etc. (\$10.00)</i> • <i>Technology – gardening tool, plants etc. (5.00)</i> • <i>Food Tech – food ingredients such as flour, butter etc. (\$25.00)</i> • <i>Mathematics – numeracy blocks (\$7.00)</i> • <i>Sports – equipment (\$10.00)</i> • <i>Sensory items (\$5.00)</i> 	\$62.00
<p><i>Online Subscriptions</i></p> <ul style="list-style-type: none"> • <i>Seesaw (\$8.00)</i> 	\$ 8.00
<i>ICT Devices – provision of devices from the shared classroom sets</i>	\$20.00
<i>Communication tools - Assistive technology devices, displays</i>	\$10.00
<i>Printing and photocopying of worksheets and learning materials</i>	\$10.00
<p><i>Whole school events</i></p> <ul style="list-style-type: none"> • <i>Tribes Days (\$5.00)</i> • <i>School production (\$5.00)</i> • <i>Local Excursion Bus Travel Expenses (\$15.00)</i> 	\$25.00
Other Contributions - for non-curriculum items and activities	Amount
<i>First aid</i>	\$ 5.00
<i>School grounds maintenance and improvements</i>	\$10.00
Tax deductible contributions	
<i>Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</i>	\$10.00
Total Amount	\$160.00

Educational items for students to own

We recognise that our students have personalised learning plans and as such, some students will use more of one particular item and less of another. Ultimately, we have averaged the items generally used and based our costing on this so that all students are supported. If you have any concerns regarding this approach, please contact the school office.

Extra-Curricular Items and Activities

Officer Specialist 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.

If you would like to purchase an item or activity for your child, please indicate on the return slip on page 4 and return this to the school by Friday, 24th February 2023.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
<i>School magazine/ yearbook</i>	\$25.00	Please complete the return slip on page 4
<i>Optional swimming lessons</i> <i>This is an optional and additional program to the swimming and water safety program that we provide students for free as part of the Health and Physical Education curriculum. This is designed to further support students with their progress to learn to swim.</i>	\$ Nil No cost for 2023	
<i>Other optional camps and excursions to be scheduled</i> Optional camps and excursions as scheduled throughout 2023. The cost if these excursions will be advised throughout the year. If your family qualifies, CSEF (Camps, Sports and Excursions Fund may be used)	TBA	
Total Extra-curricular Items and Activities		\$ 25.00

Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- contact the school for flexible contribution options

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

Lisa Forsyth

Ph: 03 5943 2800 | Email: Lisa.Forsyth@education.vic.gov.au

Total

Category	
Curriculum Contributions	\$ 135.00
Other Contributions	\$ 25.00
Extra-Curricular Items and Activities – School Magazine	\$ 25.00

Payment methods

Payments may be made either in cash, cheque, BPay, Eftpos onsite or via phone, Compass Pay using the Compass Portal or via Direct Deposit. If you are depositing the money directly into our bank account, please use the student's name as a reference.

Direct Deposit Details:

Account Name: Officer Specialist School Council
BSB: 063000
Account Number: 14182671
Bank: Commonwealth Bank

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.

Return Slip:

To assist with our record keeping, please complete that attached slip when making a payment:



Child's Name: _____

Voluntary Financial Contributions for 2023

Curriculum Contributions - \$135.00 Amount \$ _____

Other Contributions - \$25.00 Amount \$ _____

Extra-Curricular Items and Activities (Optional Items) -
School Magazine \$25.00 Amount \$ _____

TOTAL: \$ _____

I have paid by: Cash (enclosed) Cheque (enclosed) BPay
Eftpos (onsite or via phone) Compass Pay Direct Deposit

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) 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.