



# MOE (ALBERT STREET) PRIMARY SCHOOL

ABN 27 601 381 930 • PS 2142 • PO Box 274, MOE 3825

Telephone: (03) 5127 1966 • Fax: (03) 5126 1407

E: [moe.ps.albert@edumail.vic.gov.au](mailto:moe.ps.albert@edumail.vic.gov.au) • W: [www.aspsmoe.vic.edu.au](http://www.aspsmoe.vic.edu.au)

*Partnership, Respect, Optimism and Pride*

Dear Parents/Guardians,

Whilst the current school year is drawing to a close, we are very busy planning for a smooth start to the next school year. We would like to advise the following **important dates** for commencement of the 2025 school year.

## Tuesday 28<sup>th</sup> January 2025 – Collection of Educational Items

- Between 9:00am and 11:00am **or** 3:00pm and 5:00pm
- Educational items amount is \$90.00 per student. To assist with processing at the beginning of the year, we ask card holders to complete and return the CSEF application attached before the end of the year.

Wednesday 29<sup>th</sup> January 2025 – All students commence **(NO PREPS ON THIS DAY)**

Thursday 30<sup>th</sup> January 2025 – Prep students commence

Albert Street Primary School is looking forward to another great year of teaching and learning and would like to advise you of Albert Street's voluntary financial contributions for 2025. The revised DET Parent Payment Policy (2022) includes 3 parent payment requests:

1. Curriculum Contributions
2. Other Contributions (**voluntary** financial contributions)
3. Extra-curricular items and activities

**Our school is not seeking voluntary financial contributions or donations from parents, but we do have a program of fundraising activities during the year to assist with the purchase of additional equipment.**

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 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 specialist programs such as Art and Digital Technology, the purchasing of additional laptops and technical devices for students use, language program and additional students support in the Wellbeing Team as well as speech and intervention programs across the school.

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

Yours sincerely,

Principal  
**Dr Monique Osborn**

School Council President  
**Janelle Reed**

## Educational Items for students to own (Year 2)

Considerable effort is made to keep the cost of Educational Items as low as possible for families. The Moe (Albert Street) School Council has determined the Educational Items cost to families is **\$90.00 per student** for 2025.

Albert Street Primary School will purchase Educational Items for all students to ensure consistency across the school and classrooms. If you choose to provide equivalent materials yourself, please do so in consultation with the school to ensure they meet the required specifications. Following is a list of items the school recommends you purchase.

Curriculum Contributions/Educational Items - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Educational Items</b> <ul style="list-style-type: none"> <li>Stationery items your child individually owns and uses</li> </ul>	<b>\$ 90.00</b>
<b>Student items, classroom consumables, materials &amp; equipment</b> <ul style="list-style-type: none"> <li>Art – paint, crayons, canvas, glitter, coloured paper (\$25)</li> <li>Food technology – ingredients, equipment (\$15)</li> <li>Sports – equipment (\$10)</li> </ul>	\$ no charge
<b>Online Subscriptions</b> <ul style="list-style-type: none"> <li>Essential Assessments – Maths</li> <li>Essential Assessments – Literacy</li> <li>Inquisitive</li> <li>Sounds-Write</li> <li>Decodables</li> </ul>	\$ no charge
<b>ICT</b> <ul style="list-style-type: none"> <li>Provision of devices from shared classroom sets</li> <li>Headphones</li> </ul>	\$ no charge
Swimming and water safety program	\$ TBC
<b>Whole school events</b> <ul style="list-style-type: none"> <li>Swimming carnival (entry and transport)</li> <li>Athletics carnival (entry and transport)</li> </ul>	\$ TBC
<b>Total Amount</b>	<b>\$ 90.00 per student</b>
Other Contributions - for non-curriculum items and activities (voluntary)	Amount
Student wellbeing programs	\$ voluntary
First aid equipment	\$ voluntary
School grounds maintenance and improvements	\$ voluntary
<b>Total Amount</b>	<b>\$ voluntary</b>

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### Educational Items List – Year 2

Educational Items		
1 x Pencil Case Large 340 x 170mm	1 x Double Barrell Cannister Sharpener	1 x Soundwaves Words & Sounds Book
3 x Glue Stick 35gm	2 x Eraser	1 x My Home Reading Journal Kluwell – Yellow
5 x Triangular 2B Lead Pencils Jnr Grip	3 x Document Wallet w/button-Clear	1 x Handwriting Conventions Victoria – Year 2
2 x Triangular Colour Pencils-Pack 10	1 x Soft Grip Scissors 140mm	
2 x Colour Connector Colouring Pens -Pack 12	2 x Scrap Book 335 x 245mm 64pg	
4 x Whiteboard Markers-Bullet Tip	2 x Exercise Book A4 64pg, ground, grass, sky 24mm dotted thirds	
1 x Whiteboard Eraser	1 x Headphones	
1 x 30cm Ruler	1 x Magnetic Double sided study board plain & dotted thirds	

### Extra-Curricular Items and Activities

Albert Street Primary 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. These are provided on a user-pays basis and include activities such as camp, excursions, incursions, entry to school run performances, productions, and events. Costs for these extra-curricular items and activities will be advised throughout the year.

*The cost of extra-curricular items and activities will be advised throughout the year.*

Extra-Curricular Items and Activities	Amount
School Concert	\$ TBC
Interschool sports program	\$ TBC
Winter Sports	\$ TBC
<b>Total Extra-Curricular Items and Activities</b>	<b>\$ TBC</b>

### Financial Support for Families

Albert Street understands that some families may experience financial difficulty and offers a range of support options, including:

- Camps, Sports and Excursions Fund (see below)
- State Schools Relief
- Payment plans for extra-curricular items and activities
- Subsidised educational items for all families



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

Monique Osborn

Ph: 03 5127 1966 | Email: [monique.osborn@education.vic.gov.au](mailto:monique.osborn@education.vic.gov.au)

### Camps, Sports and Excursion Fund (CSEF)

CSEF (Camp, sports and excursion fund) is provided by the Victorian Government. This is an annual payment (currently \$150.00 per student) provided to assist eligible families with the costs of school trips, camps and sporting activities.

School camps provide children with inspiring experiences in the great outdoors; excursions encourage a deeper understanding of how the world works, and sports teach teamwork, discipline and leadership. All are part of a healthy curriculum.

Parents who hold a valid means-tested concession card or are a temporary foster parent, may be eligible for CSEF. The allowance is paid to the school for use towards the above activities.

**How to Apply** - A CSEF Application is attached or can be obtained from <https://www.education.vic.gov.au/about/programs/Pages/csef.aspx> or the school's website.

### Payment methods

The school offers EFTPOS, BPAY or cash payments. If paying by cash, please ensure you have the correct amount when collecting your child's educational items on 28<sup>th</sup> January 2025 to assist us to provide a smooth and speedy process.

### Albert Street Primary School Refund Arrangements

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 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.