



Dear parents and guardians

Burwood East Special Developmental School is looking forward to another great year of teaching and learning and would like to advise you of our voluntary financial contributions for 2023.

Schools provide students with free instruction to fulfil the Victorian curriculum and we want to assure you that all contributions are voluntary.

Burwood East Special Developmental School is endorsed as a Deductible Gift Recipient under the Income Tax Assessment Act 1997 (Cth) meaning any voluntary contributions made by you are tax deductible.

We have suggested an amount to be contributed under "Curriculum Contributions" and "Other Contributions" below. 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,

A handwritten signature in black ink, appearing to read "S. Willingham", with a long horizontal flourish extending to the right.

Seth Willingham
Principal – September 2022

A handwritten signature in black ink, appearing to read "Mark Moon", with a long horizontal flourish extending to the right.

Mark Moon
School Council President – September 2022

Curriculum Contributions – suggested tax-deductible contributions for items and activities that students use, or participate in, to access the Curriculum	Amount
<ul style="list-style-type: none"> • Classroom consumables, materials & equipment • Art – paint, crayons, canvas, glitter, coloured paper etc. (\$xx) • Food tech – food ingredients such as flour, butter etc. (\$xx) • Sports – equipment (\$xx) • Sensory items (\$xx) 	\$218.00
Total tax-deductible Curriculum Contributions	\$ _____

Other Contributions – suggested tax-deductible contributions for non-curriculum items and activities	Amount
Student Wellbeing Program – Creative Movements	\$182.00
Total tax-deductible Other Contributions	\$ _____

Extra-Curricular Items and Activities – provided on a user-pays basis

Burwood East Special Developmental 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.

Extra-Curricular Items and Activities	Amount
Optional Camps and excursions to be scheduled	TBA

Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- Payment plans

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Kerry Bourke, Business Manager: 03 9803 4590

Please fill and return this form to the school to indicate how much you are contributing under each of the categories:

Student Name: _____

Category	Total recommended amount	Total payment
Total tax-deductible voluntary curriculum contributions	\$218.00	\$ [parent to complete]
Total tax-deductible voluntary other contributions	\$182.00	\$ [parent to complete]
Total	\$400.00	\$ [parent to complete]

Payment methods

You can pay by:

- Cash
- Cheque (payable to Burwood East Special developmental School)
- Direct Deposit (EFT)

Account: Burwood East SDS
 BSB: 063 174
 Account: 00901144
 Reference: student's name

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 Payments 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 standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- 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.