



Dear Parent/Guardian,

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

Schools provide students with free instruction to fulfil the standard curriculum requirements 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 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 art, music and physical education/ sporting equipment and resources. Enhance the provision of digital technology including robotics throughout the school and ensure the upkeep of our computer devices to enhance learning opportunities. Other programs which we are able to offer because of your contributions include Bicycle Education, Garden Programs and Cooking classes. Your support also allows us to maintain and develop the school grounds and outside facilities, arrange for individual student supplies and class bulk supplies and offer effective First Aid for all students.

These are the programs and events so essential in being able to provide the rich learning opportunities that foster our belief in developing the whole child.

Northern School for Autism 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. **Please keep your receipt to include in your next tax return.**

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 that reads "Pamela Mathieson".

Principal

NORTHERN SCHOOL FOR AUTISM - PARENT PAYMENT POLICY 2023

Curriculum Contributions – suggested tax-deductible contributions for items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Classroom consumables, materials & equipment</i> <ul style="list-style-type: none"> • Art Materials • Technology – gardening tool, plants, robotics etc • Reinforcers • Cooking Ingredients/ Materials • Sports - equipment • Sensory items • Student Diary 	\$210
<i>Printing and photocopying of worksheets and learning materials</i>	\$20
<i>eLearning – iPads, computers, educational software & licenses</i>	\$60
<i>Communication tools/ Literacy Materials - schedules, PECs folders, visuals, personalised readers communication temptations</i>	\$60
<i>Whole school events</i> <ul style="list-style-type: none"> • Special Lunches/ Canteen Services • Mother’s Day/ Father’s Day Stall • Bike Education 	\$100
Total Amount	[\$parent to complete]

Other Contributions – suggested tax-deductible contributions for non-curriculum items and activities	Amount
<i>Student wellbeing programs</i>	\$20
<i>First aid and hygiene equipment</i>	\$20
<i>School grounds maintenance and improvements</i>	\$50
Total tax-deductible Other Contributions	[\$parent to complete]

Extra-Curricular Items and Activities

Northern School for Autism 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. If you would like to purchase an item or activity for your child, please ensure payment is made to the school by 5th April 2023.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
<i>Excursion/ Incursion Program Including Robotics Workshops, Science Incursions, Community Interaction Excursion, Recreational Activities</i>	\$150.00 per year (\$37.50 per term)	
Total Extra-curricular Items and Activities		\$150.00

Financial Support for Families

The Northern School for Autism understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund
- State Schools Relief

Consideration to hardship arrangements in respect to payment requests is provided to families experiencing long term hardship or short term crisis on a confidential, case by case basis. All schools have written hardship arrangements that include a proactive approach to providing support for parents experiencing financial difficulty.

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

Pamela Mathieson, Principal

Ph: 03 9462 5990 | Email: pamela.mathieson@education.vic.gov.au

Total per year

Category	Total recommended amount	Total payment
Total tax-deductible contributions	\$540	\$(parent to complete)
Extra-Curricular Items and Activities	\$150	\$(parent to complete)
Total	\$690	\$(parent to complete)



Payment methods

Payments can be made at the Administration Offices or by calling the Finance Manager, Christine Jacob, on 9462 5990.

Payments can be made by EFTPOS, BPAY or correct cash amount. Instalment options are available. BPAY details are individual to families, please call us for this information.

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.

Review of policy implementation

Schools will monitor the effectiveness and impact of the implementation of this policy at least annually as part of its ongoing improvement and report back to the school community.

The full Parent Payment Policy is available from the Department of Education at <https://www2.education.vic.gov.au/pal/parent-payment/policy>

Date of approval by School Council

27 November 2022

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.