12 February 2023

Dear Parents and Carers

**Voluntary Contributions 2024**

The ACT Education Directorate provides the bulk of finances required to operate the school - in general this includes the buildings and facilities and provides for basic requirements. To enable us to continue to provide a quality learning environment for our students, we invite families to contribute a voluntary financial contribution at the beginning of each year.

Voluntary Contributions are an important part of our school’s annual budget, allowing us to purchase additional resources which enhance our teaching programs including literacy and numeracy resources, art supplies, PE and playground equipment, and online learning programs such as Seesaw, Mathletics and Reading Eggs.

Chapman Primary Voluntary Contribution amounts have been agreed upon in consultation with our School Board and P&C association, and are in line with *Section 27 of the Education Act 2004 however clearly states that:*

1. each contribution must be voluntary,
2. a child is not to be refused benefits or services because the child's parents do not make a contribution,
3. a child is not harassed for contributions,
4. any record of contributions is confidential.

Your generous donation is greatly appreciated and will enable our students to learn in the richest possible environment. This voluntary contribution may be made in full, in part or by instalments.

Voluntary Contribution amounts are subject to review by the Chapman Primary School Board with the necessity for requested amount to be increased by 3% annually or at a minimum the CPI for the course of the school’s strategic plan 2020-2024. Please see over page for Program Requirements and Voluntary contributions amounts for 2024.

Voluntary Contributions are a request for an annual donation from families and do not include optional enrichment activities such as excursions, incursions or in school performances, camps, school bands, end of year celebration activities, school photos and P&C fundraising activities.

The payment of all financial requests made by the school is voluntary. The Education Act 2004 states that your child will not be refused benefits or services if you choose not to contribute. Individual records of contributions are confidential. We encourage families experiencing financial hardship to contact the Principal, Deputy Principal or Business Manager to confidentially discuss financial support.

Yours faithfully,

James M. Barnett  
Principal

**2024 VOLUNTARY FINANCIAL CONTRIBUTION BREAKDOWN**

**Program Requirements: Preschool**

|  |  |
| --- | --- |
| Preschool Resources and Consumables | $110.00 |
| Access to online resources – Seesaw & Reading Eggs | $17.00 |

**Program Requirements: Primary (kindergarten – year 6)**

|  |  |
| --- | --- |
| Access to online resources – Seesaw, Reading Eggs, Mathletics | $27.00 |

**Voluntary Contributions: preschool to year 6**

|  |  |
| --- | --- |
| One child | $140.00 |
| Two children | $240.00 |
| Three children | $340.00 |
| Four or more children | $440.00 |

* Payment for all students in one family, preschool to year 6 can be made in one lump sum.
* Requests for Voluntary Contribution towards optional enrichment activities such as excursions, incursions, camps, bands, end of year celebration activities, school photos and P&C fundraising activities will be requested as events are scheduled throughout the school year.

*The school has made every effort to keep cost of financial requests to a minimal level. If necessary, parents or students can confidentially discuss support to meet costs with the Principal, Deputy Principal or Business Manager. Please contact the front office if you would like to speak with the Principal.*

**Please complete the attached summary and payment form and return this to your child’s classroom teacher by Friday 5 April 2024.**

**Chapman Primary School Payment form - 2024 VOLUNTARY CONTRIBUTION**

**Please complete this form and return it to your child’s classroom teacher by Friday 5 April 2024**

Name of parent making payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Students Name** | **Class** | **Payment for** | **Amount** |
|  |  | Preschool Resources & Consumables | $ |
|  |  | Primary Program Requirements | $ |
|  |  | Primary Program Requirements | $ |
|  |  | Primary Program Requirements | $ |
|  |  | Primary Program Requirements | $ |
| Family Name |  |  |  |
|  |  | Voluntary Contribution Total | $ |
|  |  | **TOTAL PAYMENT** | $ |

**Payment Details:  
Quickweb Payment Code: VOLCON**

* Quickweb payment of $\_\_\_\_\_\_\_\_\_\_\_made on (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ receipt number \_\_\_\_\_\_\_\_\_  
  <https://www.chapmanps.act.edu.au/payment>

*Please ensure that this form is returned to your child’s teacher.*

* Enclosed is cash to the value of $\_\_\_\_\_\_\_\_\_\_\_
* Credit Card as per attached slip– add credit card slip.

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**Credit Card Payment Slip**

Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Credit Card Facility** (*Please tick which card applies*)

Master Card🞏 Visa Card 🞏

Card No.   
Expiry Date**: \_ \_ /\_ \_**

Name on card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cardholders Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone Number: **\_ \_ \_ \_ \_ \_ \_ \_ \_ \_  
This information will be securely disposed of once payment has been processed.**