



# Latrobe Special Developmental School

## No. 5221

**Address** 146 Liddiard Road, Traralgon or P.O. Box 763, Traralgon, 3844  
**Email** [latrobe.sds@education.vic.gov.au](mailto:latrobe.sds@education.vic.gov.au)  
**Telephone** 03 5174 1956 or 03 5174 9713 Fax 03 5176 2643

*Motto 'Towards Independence'*

16<sup>th</sup> December 2024

Dear Parent/Guardian,

Latrobe Special Developmental School is looking forward to another great year of teaching and learning and would like to advise you of Latrobe Special Developmental School's voluntary financial contributions for 2025.

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 wider offering of subjects and special curriculum experiences; enhanced digital learning opportunities and extensive sensory supports.

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

Yours sincerely,

Nicole Herbert  
*Principal*

Jane Wilson  
*School Council President*

### SCHOOL MISSION STATEMENT

*'To provide a specialised and challenging curriculum in a supportive environment that promotes personal independence and a valued lifestyle.'*



# Latrobe Special Developmental School

## Parent Payments 2025

### 2025 Parent Payments Arrangements

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

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Primary classroom consumables, materials &amp; equipment</i> <ul style="list-style-type: none"><li>• Art – paint, crayons, canvas, glitter, coloured paper etc. (\$20)</li><li>• Food Tech – food ingredients (\$80)</li><li>• Sports – equipment (\$5)</li><li>• Sensory items (\$5)</li></ul>	\$110
<i>Primary ICT Devices – provision of devices from the shared classroom sets</i>	\$0
<i>Primary communication tools - PODD books, assistive technology devices, displays</i>	\$0
<i>Primary printing and photocopying of worksheets and learning materials</i>	\$10
<i>Primary whole school events</i> <ul style="list-style-type: none"><li>• Cost of travel for local community access (\$2 per week)</li></ul>	\$80
Other Contributions - for non-curriculum items and activities	Amount
<i>School owned bus up keep &amp; maintenance</i>	\$80
<b>Total Amount</b>	<b>\$280</b>

### 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

Latrobe Special Developmental 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.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
<i>Optional Primary late stay</i>	<i>\$TBA</i>	
<i>Optional Primary 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>	<i>\$NIL</i> <i>No cost for 2025</i>	
<i>Other optional Primary excursions to be scheduled</i>	<i>TBA</i>	
<b>Total Extra-curricular Items and Activities</b>		<b>\$</b>

### Financial Support for Families

Latrobe Special Developmental 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
- CentrePay can be established

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

*Wendy Greenough*

Ph: 03 5174 1956 | Email: [latrobe.sds@education.vic.gov.au](mailto:latrobe.sds@education.vic.gov.au)

### Total

Category	
Curriculum Contributions	\$ 200
Other Contributions	\$ 80
Extra-Curricular Items and Activities	\$ TBA

### Payment methods

Payments may be made either in cash 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: Latrobe Special Development School Council  
 BSB: 063 093  
 Account Number: 10003421  
 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 2025**

Curriculum Contributions - \$200.00

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

Other Contributions - \$80.00

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

**TOTAL: \$ \_\_\_\_\_**

I have paid by: Cash (enclosed) ☐

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 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.