



**Willow Grove  
Primary School**

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Principal: Miss Tamara Halket

Dear Parent/Guardian,

Willow Grove Primary School is looking forward to another great year of teaching and learning and would like to advise you of Willow Grove Primary School's voluntary financial contributions for 2026.

Schools provide students with free instruction to fulfil the standard curriculum requirements and we want to assure you that all contributions are voluntary. Although voluntary, the ongoing financial support of our families ensures that our school can offer the best possible education for our students. We want to thank you for all your support, whether that is through these contributions, fundraising, or volunteering your time. Your assistance makes a huge difference to our school and the programs we can offer.

Within our school, support from families has allowed us to offer a wider range of enhanced learning opportunities and special curriculum experiences for our students. This includes our extensive intervention programs, visual and performing arts, Japanese language program, individual digital devices, a quality physical education program, STEM resources (including 3D printing and Lego robotics), and online curriculum resources to provide a greater depth to instruction. This is all in addition to our core curriculum of English, mathematics and personal capabilities. With your on-going financial support, we will continue to maintain a well-resourced core learning program and additional learning experiences for student engagement, wellbeing and learning outcomes.

Willow Grove Primary School includes an optional payment amount for families to contribute to the school grounds maintenance and improvement. This is outside of the curriculum contribution. The payment will be used in lieu of parent working bees, with the intention of maintaining and improving the school 's beautiful outdoor learning environment for our students.

Extra-Curricular items and activities, including camps and excursions, are offered on a user-pays basis. The listed costs are estimates only and are not due until prior to the event or activity. Adequate notice is provided for these activities or events.

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

Kind regards,

Tamara Halket  
Principal

Simon Fiddelaers  
School Council President

## Foundation to Year 6 – Per Student

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
Classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>• General Stationery - pens, pencils, textas, highlighters, markers, glue, tape, rulers, erasers, scissors</li> <li>• Exercise books, handwriting books, folders</li> <li>• Mini whiteboards</li> <li>• English – book boxes, reader satchels, student diaries</li> <li>• STEM Consumables – 3D Printer Filament, calculators</li> <li>• Headphones</li> <li>• USB's</li> </ul> <i>❖ Please note the above list of consumable items is a guide only and may change due to the individual requirements of each class</i>	\$80
Art Program consumables, materials & equipment <ul style="list-style-type: none"> <li>• Paint, crayons, pencils, canvas, glitter, coloured paper, glue, card &amp; other crafting materials</li> </ul>	\$28
Japanese Program consumables, materials & equipment	\$5
Online subscriptions <ul style="list-style-type: none"> <li>• Essential Assessment</li> <li>• Mathletics</li> <li>• PM Online Library</li> </ul> <i>❖ Please note the above list of online subscriptions is a guide only and may change due to the individual requirements of each class</i>	\$20
Classroom Library Consumables – contribution towards replacement of class set books and student readers	\$10
ICT devices – contribution towards provision of devices from the shared classroom sets	\$25
Printing and photocopying of worksheets and learning materials	\$15
Whole school events <ul style="list-style-type: none"> <li>• Term 1 Athletics Carnival - entry (\$5)</li> <li>• Term 4 Swimming Program – entry and transport (\$45)</li> </ul> <b><i>CSEF can be used to contribute towards these events</i></b>	\$50
<b>Total Curriculum Contributions</b>	<b>\$233</b>
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
School grounds maintenance and improvements	\$50
<b>Total Other Contributions</b>	<b>\$50</b>

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

Willow Grove 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.

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

Extra-Curricular Items and Activities	Amount
Grade Prep – 2 Excursion allowance (estimated: \$50) Please allow for possible curriculum aligned excursion	TBA
Grade 3/4 Camp – The Summit (Estimated \$430) 3 Day Camp – 22/07/26 to 24/07/26	TBA
Grade 5/6 Camp – Woorabinda Government Camp (Estimated \$200) 3 Day Camp – 30/11/26 to 02/12/26	TBA
Grade 6 Graduation Excursion (Estimated \$20)	TBA
Grade 2 Celebration Excursion (Estimated \$50)	TBA
School Photos	TBA
Other optional excursions and activities to be scheduled throughout 2026	TBA
<b>Total Extra-Curricular Items and Activities</b>	<b>TBA</b>

## Financial Support for Families

Willow Grove Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- The Camps, Sports and Excursions Fund
- State School Relief
- Flexible payment arrangements
- Second hand uniform items
- Linking families with local support services where appropriate

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

*Tamara Halket – Principal*

Ph: 03 5635 2271 Email: [tamara.halket@education.vic.gov.au](mailto:tamara.halket@education.vic.gov.au)

*Cindy Walker – Business Manager*

Ph: 03 5635 2271 Email: [cindy.walker@education.vic.gov.au](mailto:cindy.walker@education.vic.gov.au)

## Total

Category	Totals
Curriculum Contributions	\$233
Other Contributions <i>(Non-tax deductible)</i>	\$50
Extra-Curricular Items and Activities	TBA
<b>Total</b>	<b>\$283</b>

## Payment Methods

Below is a full list of payment methods accepted by our school:

- Compass Portal (**preferred method**) – Visa and Mastercard payments are accepted via the Compass Portal for both curriculum contributions, other contributions and when consenting to extra curricular items and activities on-line.
- CompassPay Visa and Mastercard payments are also accepted at the school office in person or via phone call.
- Electronic Funds Transfer – ***Please state your Full Name as the Reference Number.***  
*BSB: 063 521*  
*Account Number: 10063474*
- Cash at the School Office.

## 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. Generally, we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school.

# 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.