Willow Grove Primary School

39-45 Moe-Willow Grove Road, Willow Grove VIC 3825
Phone: (03) 5635 2271
ABN: 44 446 257 821
Email: willow.grove.ps@education.vic.gov.au
Web: http://www.willowgroveps.vic.edu.au/
Principal: Miss Tamara Halket

PARENT CONTRIBUTIONS ARRANGEMENTS – INCLUDING VOLUNTARY CONTRIBUTIONS

Dear Parent/Carer,

This letter provides information about voluntary contributions you can make to support Willow Grove Primary School for 2027 and other payments you can choose to make.

Victorian government schools provide free instruction. This means all students have free access to all items, activities and services that schools use to deliver the curriculum, including reasonable adjustments to support students with disability.

Some families choose to make a voluntary financial contribution to support the school, and we are very grateful for this support. Making a voluntary contribution is your choice. There is no expectation or pressure for families to contribute.

Willow Grove Primary School offers a range of items and activities that are additional to the free instruction provided to all students at our school. Financial help is available for extra-curricular items and activities if you are experiencing financial hardship (see further details under Financial Help for Families in the attached information). For a confidential discussion about how to access the financial help available, please contact: Cindy Walker, 03 5635 2271, cindy.walker@education.vic.gov.au.

If you need an interpreter, please contact 03 9605 3053 and give our school's phone number 03 5635 2271. An interpreter can help you speak with us. This service is free. For more information, please see How to use an interpreter to contact your school.

For more information on the Department of Education's Parent Contributions policy please see the information attached. You can read the full policy at Parent Contributions: Policy | education.vic.gov.au.

Yours sincerely

Tamara Halket
Principal

Rebecca Crane
School Council President

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WILLOW GROVE PRIMARY SCHOOL 2027 PARENT CONTRIBUTIONS ARRANGEMENTS

Voluntary contributions

If you are the carer of a student in out-of-home care or hold a financially means-tested card (such as a healthcare card), please ignore the invitation to make voluntary contributions.

We encourage any family experiencing financial hardship to contact the school for information about the financial help available for extra-curricular activities like camps and excursions.

Voluntary contributions	Suggested amount – parents can contribute more or less	Amount
Voluntary contributions to enhance our school's range of programs, resources and environment.	$290	$[parent to complete]

Extra-curricular items and activities

Willow Grove Primary School offers a range of optional items and activities that are additional to the free instruction provided to all students at our school. Accessing these items and activities does require payment, but financial support is available (see further details under Financial Help for Families below).

Example extra-curricular items and activities include:

- optional activities, camps, excursions and programs
- class photos
- social events like formals.

We have provided confirmed or indicative costs of known extra-curricular items and activities below.

Payment for extra-curricular items and activities with a confirmed cost can be made now or later. Payments can also be made via instalment.

Please contact the school for advice on financial help available for extra-curricular items and activities.

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Extra-curricular items and activities	Indicative cost	Confirmed cost (where known)	Parent/carer to select
Grade Prep – 2 Excursion	**$50**	**TBD**	
Grade 3/4 Forest Edge Camp – 09/06/27 to 11/06/27	**$390**	**TBD**	
Grade 5/6 Urban Camp – 24/11/27 to 26/11/27	**$450**	**TBD**	
Grade 6 Graduation Excursion	**$20**	**TBD**	
Grade 2 Celebration Excursion	**$50**	**TBD**	
School Photos		**TBD**	
Other optional activities to be scheduled throughout 2027		**TBD**	
Total Extra-curricular Items and Activities		**TBD**	

Financial help for families

Willow Grove Primary School understands families can experience financial difficulty. Help is available, including:

- **Camps, Sports and Excursions Fund** – this program provides funding for eligible students, including those in out of home care, and holders of eligible financially means-tested cards (such as health care cards), to attend activities like camps, sporting activities, excursions and incursions that are offered on a user-pays basis.
- **Affordable School Uniforms** - delivered by State Schools Relief, this program helps cover costs such as school uniforms, shoes, and other essential school items where families are experiencing financial hardship or short-term crisis.
- Payment plans for Extra-Curricular Items and Activities
- Second-hand uniform sales – subject to availability and provided on a first in, first served basis.
- Linking families with local support services where appropriate

Applications for support from the Camps, Sports and Excursions Fund and State Schools Relief are submitted by the school - please contact us to discuss these and other financial help.

For a confidential discussion about how to access financial help, please contact:

Cindy Walker – Business Manager
Ph: 03 5635 2271 | Email: cindy.walker@education.vic.gov.au

Tamara Halket - Principal
Ph: 03 5635 2271 | Email: tamara.halket@education.vic.gov.au

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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 voluntary 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.

If you want to make voluntary contributions throughout the year, you can:

- decide when to make each contribution

- choose the amount of each contribution.

If you would like to pay for extra-curricular items and activities through instalments, please use one of the following payment plan options:

- The suggested payment plan available via the Compass Portal when consenting for the item/activity,

- Contact the school office to arrange an individual payment plan that suits your circumstances.

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 of Education's Parent Contributions 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 Contributions policy

Information for families

FREE INSTRUCTION

Schools give students free instruction in the curriculum. This includes:

- Free access to all items, activities and services that schools use to deliver the curriculum, including reasonable adjustments to support students with disability.
- The Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major, and the Victorian Pathways Certificate.
- Free access to all subjects, including elective subjects.
- Free access to select-entry and accelerated programs.

FAMILIES CAN CHOOSE TO CONTRIBUTE

Schools can invite 2 types of voluntary contributions:

Voluntary contributions	Tax deductible contributions
Used towards enhanced educational programs and school environment, and additional resources and opportunities offered by schools	Used towards building and/or library fund (for those schools who have such funds)

Schools must advise the carers of students in out-of-home care and parents and carers who hold a financially means-tested card (such as a healthcare card) that the invitation to make voluntary contributions does not apply to them.

In addition, schools can invite parents and carers to pay for optional:

- Extra-curricular items and activities that go beyond the curriculum - for example, school photos, some excursions and some camps.
- Learning materials for students to individually use and own - for example, textbooks, stationery, and in secondary schools only, digital devices. If these items are not bought or provided from home, schools will provide students with free access to what they need for curriculum delivery.

FINANCIAL HELP FOR FAMILIES

Each school has a contact person who can discuss with parents and carers the financial supports that are available.

Schools must publish their Parent Contributions arrangements on their school website, along with a link to the department's Parent Contributions policy.