



Dear families,

We would like to extend our gratitude for your generous financial contributions to our school in 2024. Your support directly enhances your child's educational experience, making Toolamba P.S. a truly special place to learn and grow.

This year, we have made significant investments in resources that benefit our students. Notable purchases include a new interactive television for our Science and Art room, as well as a Cyber Safety subscription that allows us to implement a weekly Cyber Safety Program across the school. We have also acquired substantial resources to enrich our Physical Education and Science programs. We have invested \$12,700 in these initiatives.

In 2024, our curriculum focus has been on literacy, particularly reading. We are committed to engaging our students in the reading process through substantial investments in literature and professional development. This includes take-home readers, decodable texts tailored for our neurodiverse learners, fiction and nonfiction books, picture story books and a variety of novels to support the introduction of Book Clubs. Staff have participated in whole school Professional Learning around reading which has been extremely beneficial. A total of \$18,000 was spent to support the reading program.

So far this year, our students have enjoyed a diverse array of free incursions and excursions organized by our dedicated staff. Highlights include ASHE Fest, Grade 5/6 Bike Education, a Hockey Clinic, the Responsible Pet Program, a Waste Disposal Clinic, Jump Rope for Heart, BioCats and BioLab activities, Tree Planting, a Cyber Safety Session with Victoria Police, Bravehearts, and a special Father's Day Breakfast.

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 resources for our students. We want to thank you for all your support, whether that's through fundraising or volunteering your time.

For further information on the Department's Parent Payments Policy please see an overview on page 11.

What this means for you:

- You are required to purchase back-to-school packs for your child/ren from COS, or source yourselves.
- COS Parent Portal has been created for ease of ordering back to school supplies
- The COS Parent Portal now streamlines Curriculum Contributions and back to school supplies for 2025. When placing your back-to-school supply order, you can now elect to contribute directly to:
 1. Curriculum Consumables
 2. Information Technology Contributions
 3. Building & Grounds maintenance and improvements
 4. Library Fund. A contribution to support book purchases (take home readers, picture story books, fiction and non-fiction texts) and other equipment that sustain the classroom libraries as a valuable resource.

We understand that some families have encountered difficulties when completing the Parent Payment Arrangement. To assist you, we've prepared examples on pages 8 & 9 that may help you complete page 10 of the enclosed 2025 Parent Payment Arrangement.

Thank you once again for your continued support and commitment to Toolamba Primary School. Together, we are creating a positive and nurturing environment for our children.

If you have any questions, please do not hesitate to contact the office.

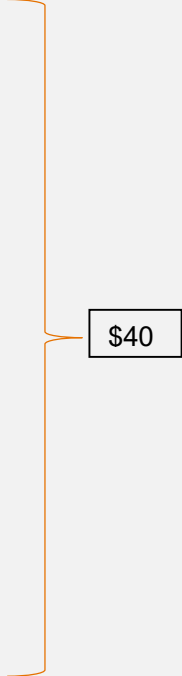
Thank you once again for your support, it is certainly appreciated.

Yours sincerely,

Heather Kennedy
Principal

Hayley Stammers
School Council President

1. Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p>Classroom consumables, materials & equipment</p> <ul style="list-style-type: none"> • Classroom – Year level specific items detailed on the COS Back to School lists. Back to School items include reading journals, workbooks, literacy and numeracy, graph and scrapbooks, pens, pencils, textas, glue sticks, pencil case, headphones, highlighters, post-it notes, folders, display books, scissors, rulers, eraser, highlighters, whiteboard and whiteboard markers etc. 	<p><i>Grade booklists from cos.net.au for 2025 student requisites</i></p> <p><i>(or sourced personally using list provided by COS)</i></p>
<p>Curriculum Consumables:</p> <ul style="list-style-type: none"> • Printing and photocopying of worksheets and learning materials • Mathematics – concrete materials for manipulation (numeracy blocks), calculators, textbooks, stationery, maths kits • Creative Arts - paint, crayons, canvas, glitter, coloured paper, cardboard, glue, card, wool, material, beading, clay • Science - ingredients, books, shared classroom materials • Library – Literacy subscription for short-listed and mentor texts. Purchase of classroom library books • Student & Teacher Resources – shared classroom sets • Health & Sport – Planning, preparation and purchasing supplies including equipment upgrades, ribbons, and materials for events • Lunchtime Games – educational games, equipment and activities as part of our lunchtime games. <p>Planning, preparation and supplies for Whole School Events:</p> <ul style="list-style-type: none"> • Athletics Carnival • Cross Country • Fun Sports • Multi-Age Days • AFL Clinics • Sporting in Schools • Kitchen Garden • Tree Planting • School Concert • Hockey Clinic • Bike Education • BioCats and BioLab • Cyber Safety Session with Victoria Police • Waste Disposal Clinic 	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;">\$60</div>

<ul style="list-style-type: none"> • Book Fair • Responsible Pet Program • Dental Van Visit • Jump Rope for Heart • Mother’s Day/Father’s Day Breakfast • Breakfast Club • ASHE Fest • Bravehearts (Foundation to Grade 2) 	
<p>Information Technology Contributions</p> <ul style="list-style-type: none"> • Upgrades and provisions for personal iPads, laptops, devices to maintain 1:1 ratio in classrooms • STEAM (Science, Technology, Engineering, Arts and Mathematics) equipment and devices <p>Online Subscriptions</p> <ul style="list-style-type: none"> • Reading Eggs (kindly funded by Parents & Friends) • Mathletics (kindly funded by Parents & Friends) • Essential Assessment • Xuno • URStrong - Friendship Program • eiPulse – Wellbeing Program • T2LTV Numeracy Resource • Cyber Safety Subscription • Literacy Pro • Little Learners Subscription (decodable texts) • Epic • Accelerus • Nessy Learning (Dyslexia) • Maths300 • SPA Tracker • iNewsletter 	
<p>Total Curriculum Contributions</p>	<p>\$</p>
<p>2. Other Contributions - for non-curriculum items and activities</p>	<p>Amount</p>
<p>School grounds maintenance and improvements.</p>	<p>\$30</p>
<p>Classroom Library fund. A contribution to support book purchases and other equipment that sustain the library as a valuable resource.</p>	<p>\$20</p>
<p>Total Other Contributions</p>	<p>\$</p>

Extra-Curricular Items and Activities

Toolamba Primary 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.

3. Extra-Curricular Items and Activities	Amount
<p><u>Excursion Levy</u></p> <p>For 2025, our excursion levy will be PAYG (Pay As You Go.) These events will be raised and paid for on Xuno as they occur.</p> <p>Families have the option to pay an amount of their choice upfront and it can be used to offset any incursions/excursions as they arise. This will work like a credit.</p> <p><i>** For 2025 only, the Victorian Government is providing a one-off \$400 School Saving Bonus (SSB) per student. This can be used towards camps and excursions. You may like to consider this when deciding how you would like to pay for excursions. Please see the accompanying letter explaining the SSB.</i></p> <p>We estimate the whole school excursions/incursions to be approximately \$200 for the year and include:</p> <p>Whole School</p> <ul style="list-style-type: none"> - Life Education - Hip Hop - Whole School Excursion - Swimming Program <p>There are year level specific incursions/excursions listed below. These will be additional charges raised and paid for on Xuno.</p> <p>Foundation</p> <ul style="list-style-type: none"> - Junior School Excursion (F-2) <p>Grade 1</p> <ul style="list-style-type: none"> - Junior School Excursion (F-2) - Grade 1 Tea & Activity <p>Grade 2</p> <ul style="list-style-type: none"> - Junior School Excursion (F-2) - Grade 2 Tea, Activity & Sleepover <p>Grade 3</p>	

<ul style="list-style-type: none"> - Tatura District Athletics Day <p>Grade 4</p> <ul style="list-style-type: none"> - Tatura District Athletics Day <p>Grade 5</p> <ul style="list-style-type: none"> - Tatura District Athletics Day - Goulburn Murray Winter Sports - Tatura Winter Sports - Yachting (bi-annual) - Life Education – ‘Talk About It’ program (bi-annual). <p>Grade 6</p> <ul style="list-style-type: none"> - Tatura District Sports Day - Goulburn Murray Winter Sports - Tatura Winter Sports - Yachting (bi-annual) - Life Education – ‘Talk About It’ program (bi-annual). 	
<p><u>Other optional camps and excursions</u></p> <p>Grade 3 & 4</p> <ul style="list-style-type: none"> - Camp to Toolangi - <i>Cost of 2024 camp was \$360</i> <p>Grade 5 & 6</p> <ul style="list-style-type: none"> - Canberra Camp - <i>Cost of 2024 camp was \$600 with fundraising</i> - <i>Canberra in 2023 was \$560 with donation</i> 	
<p>Total Extra-curricular Items and Activities - PAYG</p>	

Uniform items – available for purchase at the office. Optional.	
School Bag	\$55
School Hat	\$17
Library bag (Plastic Pocket)	\$14

Payment Methods

Option A Payment through our **COS Parent Portal** when purchasing Back to School Supplies. There is an option for you to pay upfront.

Option B **Full amount** in Term 1, 2025 through Xuno.

Option C **Other payment arrangements**. If selecting this, please make an appointment with the school to discuss your circumstances and the available options.

Option D I have completed a **CSEF application** form to pay for swimming, excursions, and incursions. I will pay the balance using one of the above options (A or B).

CSEF: Eligible families can apply for \$150 per Primary School student. **These funds can only be used for camps, excursions, sports and swimming**

Our preferred payment method for these fees is through COS directly or Xuno. Alternatively, payment can be made directly to the school account below.

School Account Name: Toolamba Primary School

BSB: 063 527

Account: 0090 0244

You must include your **students** or **family name**.

Refunds

Our school will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. 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. Where possible, we will make this clear to parents at the time of payment.

Financial Support for Families

Toolamba Primary School appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist eligible parents. These options include:

- [State School's Relief](#)
- [Second-Hand School Uniform](#) In order to support parents in meeting the costs of their children's education the school has a supply of second-hand uniforms.
- [CSEF](#) Camps, Sports & Excursions Fund available to all eligible families
- [CSEF](#) Foundation CSEF Uniform Package available to all eligible families.

- **Saver Plus** is an initiative of Brotherhood of St Laurence and ANZ, delivered locally by community organisations in 22 locations in Victoria. Saver Plus assists individuals and families on lower incomes to have every dollar up to \$500 saved over a 10-month period matched by ANZ to go towards education-related costs.

Consideration of Hardship

In addition to the Family Support options outlined above parents may communicate with the Business Manager by phone, email or in person about their financial situation and related difficulties in making payments. Ph: 03 5826 5212

Email: toolamba.ps@education.vic.gov.au

In 2024, some families encountered difficulties completing Parent Payment Arrangement form. Please see the prepared examples below to assist you in completing page 9.

Example 1. Family of 3, Grounds and IT for eldest, IT for 2nd and 3rd child, Excursion Levy upfront.

YOUR DETAILS				
Student's name:	John	Jane	Jim	TOTAL
Year Level	5	3	F	
Curriculum Contributions	\$60	\$60	\$60	\$180
Other Contributions	\$80	\$30	\$30	\$140
Extra-Curricular Items and Activities	\$200	\$200	\$200	\$600
SUBTOTAL	\$340	\$290	\$290	\$920

Example 2. Family of 2, Grounds and IT for eldest, IT for 2nd, to pay as you go for excursions/incursions.

YOUR DETAILS				
Student's name:	John	Jane		TOTAL
Year Level	5	3		
Curriculum Contributions	\$60	\$60		\$120
Other Contributions	\$80	\$30		\$110
Extra-Curricular Items and Activities				
SUBTOTAL	\$140	\$90		\$230

Example 3. Family of 1, Grounds, IT and Excursion Levy upfront.

YOUR DETAILS				
Student's name:	John			TOTAL
Year Level	5			
Curriculum Contributions	\$60			\$60
Other Contributions	\$80			\$80
Extra-Curricular Items and Activities	\$200			\$200
SUBTOTAL	\$340			\$340

Please return completed slip to the office or email to
Toolamba.ps@education.vic.gov.au

YOUR DETAILS				
Student's name:				
Year Level				
Curriculum Contributions				\$
Other Contributions				\$
Extra-Curricular Items and Activities				\$
SUBTOTAL				\$

PARENT NAME: _____ PARENT SIGNATURE _____

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.