



Dear parent/guardian

Williamstown Primary School is looking forward to another great year of teaching and learning and would like to advise you of Williamstown Primary 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 is through contributions, fundraising or volunteering your time. This has made a significant difference to our school and the programs we can offer.

Within our school this support has allowed us to offer a wider range of subjects and special curriculum experiences, specialist programs, enhanced digital learning opportunities, faster WIFI and internet.

The school makes every effort to keep the cost of items purchased and activities at a minimum and sources these products from the most economical supplier possible.

**Please find the contribution schedule for Foundation (Prep) below.**

Our school website [www.williamstownps.vic.edu.au](http://www.williamstownps.vic.edu.au) has the link to the Parent Payment Policy for your reference. For further information on the Department's Parent Payment Policy please see a one-page overview attached.

**Financial Support for Families**

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

- the Camps, Sports, and Excursions Fund
- payment plans-extra curricular
- state schools' relief

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Cheryl Douglas on 9397 1248 or at [cheryl.douglas@education.vic.gov.au](mailto:cheryl.douglas@education.vic.gov.au)

**Payment Methods**

We would appreciate families making their contributions and payments in the new school year, preferably by the end of **February 2025**, if possible, using our preferred payment method via the Compass portal - Course confirmation/Payments, or cash payment. Payment Plan arrangements are also available via the Compass portal.





**Refunds:**

All refund requests must be made in writing. A request for a refund does not automatically equate to a full refund of monies paid.

- **Curriculum Contributions:**  
Where payment has been received for the curriculum contributions and the student is exiting the school, a pro-rata refund, dependent on the number of terms the student has been enrolled at the school for, may be applicable.
- **Extra-Curricular items and Activities:**  
Students withdrawing from camps, excursions and extra-curriculum activities can request a refund. A refund (less any non-refundable deposit) will be payable to the parent/guardian after the event has occurred, if it is deemed the withdrawal from the activity is due to unavoidable circumstances i.e. illness. Proof may be required e.g. medical certificate.

Where the school is charged a 'group fee' as opposed to a 'per head fee', a refund cannot be calculated until all associated costs have been met.

Yours sincerely,

Mathew Montebello  
Principal

Jason Holandsjo  
School Council President





Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Foundation classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper (\$10)</li> <li>• Performing Arts – sheet music, equipment (\$7.20)</li> <li>• French – project books (\$4.20)</li> <li>• Literacy – book boxes, cover paper, classroom libraries (\$20)</li> <li>• Numeracy – math equipment, kinder squares (\$5)</li> <li>• Science – equipment (\$5)</li> <li>• Sport - equipment (\$10)</li> <li>• Kitchen Garden (10)</li> <li>• Class supplies – e.g. kinder squares, cover paper, coloured paper, glue, pencils, pencil case, crayons, writing books, project books, scrap books, home reading records, spelling book and other items as required (\$130)</li> </ul>	\$201.40
Foundation Inquiry Learning and STEM <ul style="list-style-type: none"> <li>• Construction items, materials for a variety of activities (including class projects)</li> <li>• PAT Early years License</li> </ul>	\$ 26.50 \$ 9.00
<ul style="list-style-type: none"> <li>• Foundation Printing and photocopying of worksheets and learning material</li> <li>• Teaching and Learning consumables and materials</li> </ul>	\$ 37.10 \$ 26.00
<b>Total Amount</b>	<b>\$300.00</b>

Other Contributions – for non-curriculum items and activities	Tax deductible?	Suggested Voluntary Contribution per family			Amount
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**Building Fund**

The School Building Fund supports the maintenance and upgrade of Williamstown Primary’s buildings. Combined with the Departments maintenance funding it ensures that the school has the capacity to effectively maintain our school buildings as well as undertake smaller building projects.

At Williamstown Primary this is particularly challenging due to our beautiful, old heritage buildings that demand ongoing attention to keep them up to the required standards.

**Yes**      \$50      \$100      *Other*

Examples of what these funds have helped support has been, carpet upgrades, internal modifications, such as the development of the science room, cyclic painting maintenance, and fixtures and fittings upgrade and maintenance.

***School council has established tax-deductible gift receipts status with the Australian taxation Office for the Building Trust.***

**ICT Fund**

The information communication Technology Fund is utilised to ensure the school can operate at its optimum digitally. Combine with Department funding the ICT Fund ensures that students have access to the most up to date digital resources, both hardware and software to support their learning. Primary schools unlike secondary schools do not receive Commonwealth funding.

**No**      \$50      \$100      *Other*

Examples of what this fund supports are the continuous upgrade of digital devices such as iPads, keyboards and 3D printing resources and digital software and platforms that support student learning, engagement and assessment.



**General Improvement Fund**

**General Improvement Fund** these funds will help to ensure we are able to provide further opportunities and experiences for students across all areas of the school. Combined with the Departments grounds funding it ensures that the school can improve and enhance outdoor areas and purchase items for indoor and outdoor activities.

Examples of what these funds have helped support are the maintenance of the gardens and grounds, purchase of equipment and items to run clubs, purchase of large outdoor games equipment.

No            \$50            \$100            Other

**TOTAL \$**

**Extra-Curricular Items and Activities**

Williamstown Primary School offers a range of 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.

Further information will be provided throughout the year about each of these events. These are approximations and not an exhaustive list- **please do not pay these now:**

Extra Curricula Activities	Amount
<b>Term 1 "Starting School"</b>	
<b>Term 2 "What is changing outside?"</b>	
Wicked Weather science incursion	\$ 18.00
<b>Term 3 "What's my story? What's your story?"</b>	
Drama Toolbox incursion	\$ 22.00
Book week incursion	\$ 10.00
<b>Term 4 "What do living things need to survive?"</b>	
Melbourne Aquarium excursion	\$ 48.00
Swimming	\$ 90.00
<b>Total</b>	<b>\$188.00</b>

Category	
Curriculum Contributions	\$
Other Contributions	\$
<b>Total</b>	<b>\$</b>



# 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.