

3<sup>rd</sup> November 2025

Dear Parent/Guardian

### **RANGEVIEW PRIMARY SCHOOL PARENT PAYMENTS 2026**

Rangeview Primary School is looking forward to another great year of teaching and learning, and a continued focus on academic excellence and the health and wellbeing of our community. At Rangeview Primary we provide rich and diverse learning experiences which extends well beyond the standard curriculum and would like to advise you of our voluntary financial contributions.

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.

Please be assured Rangeview Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all. We are continually striving to achieve the best for all students and these contributions, which are approved by School Council, will allow us to provide extra programs and equipment for our students.

Family Contributions are used to cover additional expenditure not covered by Government funding. Within our school this support has allowed us to provide a broad and engaging curriculum, renew and enhance the provision of digital technology throughout the school and to organise and coordinate rich and extensive programs outside of the traditional teaching and learning classroom structure. Our specialist programs of Art, Music, German, Auslan, PE, Flora & Fauna, and STEM are exemplary, and your financial contributions assist us with the purchasing of varied art resources, musical instruments, sporting equipment, classroom consumables, excursions and camps. Families also have an opportunity to contribute to the First Aid, Library Fund, Grounds and Building Fund. Contributing to these funds assists us to provide first aid care to our students and with maintaining our library and buildings.

We want to thank you for all your support, whether that's through making voluntary contributions, fundraising or volunteering your time. It is through the combination of parent contributions, donations and fundraising that we are able to offer the rich and diverse learning experience we to our students.

For further information on the Department Parent Payments Policy please see a one-page overview attached, or follow the link <https://www2.education.vic.gov.au/pal/parent-payment/policy>

Yours sincerely



Marika Ferguson  
Principal



Simon Davies  
School Council President

Open from **Monday 3 November 2025**  
to **Friday 12 December 2025**

*Student stationery items will be delivered to their classroom  
ready for their first day of school in 2026*

## ORDER & PAY ONLINE

1. **Go to Ross Office Website** <https://booklist.officebrands.com.au/croydon>

### OR Scan QR Code

- Enter School Access Code: **RPS2026**
- Select: **Create an Order**

2. **Enter Details**

Separate orders are required for each student but with single payment on completion.

- Enter your child's name and select their year level for **2026** from the drop-down menu.

3. **Create your order**

- Student Stationery items
- Financial Contributions
- When finished, click on Add order to Cart

Review your order; (click on Edit Order if required).

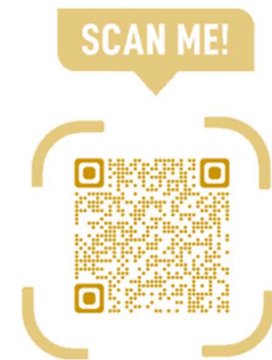
- Select Checkout or Add another Student

4. **Checkout**

- Enter your details.
- Delivery/Collection Details; select **Collect at School** – delivered to classrooms in 2026
- Click Next.

5. **Select payment type and submit your order**

An order confirmation will be sent to the email address on your order.



### IMPORTANT INFORMATION

*If you wish to pay via cash or instalments or you are experiencing financial hardship please contact  
Trudy Turner, Finance Manager on 9874 6381 or email [trudy.turner@education.vic.gov.au](mailto:trudy.turner@education.vic.gov.au)  
by Friday 6<sup>th</sup> December to arrange your financial contributions and student book pack.*

*\*Late orders will be accepted after 12 December 2025 but will incur a \$15 late fee  
and may not be available for the start of school - Please do not delay.*



## Foundation, Level 1 & Level 2

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><b>Classroom Consumables, Materials &amp; Equipment</b></p> <ul style="list-style-type: none"> <li>• Art – clay, paint, brushes, oil pastels, glitter, craft materials, crayons, canvas, colour paper (\$15)</li> <li>• Classroom – additional materials and resources, staplers, sticky tape, masking tape (\$17)</li> <li>• Digitech STEM – sphero bolts, robots, wheels, sensors, Lego (\$10)</li> <li>• English – class reading sets, book tubs, readers, CARS Comprehension Books (\$19)</li> <li>• German/Auslan - poster paper, flash cards, easter craft activity (\$8)</li> <li>• Health &amp; PE – sports equipment and resource materials (\$6)</li> <li>• Inquiry, Science &amp; Play Based Learning –rotations/play based learning (\$5)</li> <li>• Library – shared classroom resources, take home readers (\$5)</li> <li>• Mathematics – numeracy blocks, dice, cards &amp; manipulatives (\$19)</li> <li>• Performing Arts – resource materials and music equipment and repairs (\$5)</li> <li>• Printing &amp; Photocopying – worksheets and learning materials (\$7)</li> </ul>	\$ 116
<p><b>Information and Communication Technology</b></p> <ul style="list-style-type: none"> <li>• ICT improvements and sustainability of digital learning environment including technology infrastructure, licences and shared student devices</li> </ul>	\$ 65
<p><b>Student Online Digital Subscriptions – these are some of the subscriptions we use.</b></p> <ul style="list-style-type: none"> <li style="width: 50%;">• Essential Assessment English (\$12)</li> <li style="width: 50%;">• Seesaw (\$12)</li> <li style="width: 50%;">• Essential Assessment Maths (\$12)</li> <li style="width: 50%;">• Decodable Readers (\$9)</li> <li style="width: 50%;">• E-Smart – Cyber Safety (\$15) inc. workshops</li> </ul>	\$60
<p><b>Student Wellbeing</b></p> <ul style="list-style-type: none"> <li>• School Wide Positive Behaviour Support, Peaceful Kids Programs, Student Code of Conduct</li> </ul>	\$30
<p><b>Whole School Events, including but not limited to.</b></p> <ul style="list-style-type: none"> <li style="width: 50%;">• Book Week (\$2)</li> <li style="width: 50%;">• Harmony Day (\$4)</li> <li style="width: 50%;">• Billy Cart/Footy Colours (\$2)</li> <li style="width: 50%;">• Oktoberfest (\$4)</li> </ul>	\$12
<p><b>Swimming and water safety program</b></p>	\$ 68
<p><b>Total Curriculum Contributions</b></p>	<b>\$ 351</b>

Other Contributions - for non-curriculum items and activities	Amount
<p><b>First Aid Contribution</b></p> <p>The purchase of first aid materials. These include but not limited to: school EpiPens and asthma medication, first aid kits for camps and excursions, first aid training for all staff, ice packs, band aids.</p>	\$ 41
<p><b>Grounds &amp; Maintenance Contribution</b></p> <p>This contribution supports the grounds maintenance, equipment and materials to ensure safety standards are maintained. This includes larger scale works that cannot be completed at working bees.</p>	\$ 72
<p><b>Total Other Contributions</b></p>	<b>\$ 113</b>

Tax deductible contributions	
<p><b>Building Fund Contribution</b></p> <p>Your contribution will support renovations, upgrades and maintenance of school infrastructure. Donations are at the family's discretion. (Suggested \$52)</p>	\$ _____
<p><b>Library Fund Contribution</b></p> <p>This contribution supports book purchases and other equipment that sustains the library as a valuable resource. Donations are at the family's discretion. (Suggested \$52)</p>	\$ _____

### Educational items for students to own – Student Book List

The school recommends you purchase the student book list from Ross Office Supplies for your child to individually own and use. You can order and view these items online directly from Ross Office Supplies if you choose:

<https://booklist.officebrands.com.au/croydon>

A 'How to Online Order with Ross Office Supplies' is included – refer to attached.

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

Rangeview Primary 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.

If you would like to purchase an item or activity for your child, please ensure payment is made to the school by Friday 12<sup>th</sup> December 2025.

Extra-Curricular Items and Activities	Amount
Excursions and Incursions throughout the year for all year levels that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum.	\$ 129
Additional extra-curricular activities may be offered throughout the year. The activities listed are examples from previous years and are not yet confirmed: Lego club, Choir, Band, Hoop time, recorder, all competitive sports i.e. district, division, regional and state, futsal, down ball, colour run	TBA
<b>Total Extra-Curricular Items and Activities</b>	<b>\$ 129</b>

### Financial Support for Families

Rangeview Primary School understands some families may experience financial difficulty and offer a range of support options, for a confidential discussion or if you would like to discuss alternative payment arrangements, contact:

Trudy Turner, Finance Manager | 9874 6381 | Email: [Trudy.Turner2@education.vic.gov.au](mailto:Trudy.Turner2@education.vic.gov.au)

**If you are eligible for CSEF** (Camps, Sports and Excursion Funding), School Council have endorsed that this funding can be used towards Sports Costs, Excursions/Incursions, Camps and Swimming. To be eligible you must have a valid Health Care Card or Pension Card and must complete a CSEF form at the office and provide a copy of your card.

### Total

Category	Totals
Curriculum Contributions	\$ 351
Other Contributions – per family <i>(Non-tax deductible)</i>	\$ 113
Building Fund Contribution <i>(Suggested \$52) (Tax-deductible)</i>	\$
Library Fund Contribution <i>(Suggested \$52) (Tax-deductible)</i>	\$
Extra-Curricular Items and Activities	\$ 129
<b>Total</b>	<b>\$</b>

### Payment methods

Payments can be made using any of the following options: Cash, Cheque, EFTPOS or Ross Office portal (preferred option).

### 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.

# 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.