
TRARALGON SOUTH PRIMARY SCHOOL NO. 2114

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21 October 2024

Dear Parent/Guardian,

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

The financial support received through curriculum contributions ensures that we can provide all students the standard level of classroom equipment and resources such as those listed on the following pages. The learning environment that we enjoy today represents the additional financial contributions made by our parent/carer community over many years. These additional financial contributions from families allows our school to upgrade equipment and facilities, provide enhanced digital learning experiences, and deliver additional special curriculum experiences to our students.

For further information on the Department of Education's [Parent Payments Policy](#), please see a one-page overview attached.

Yours sincerely,

Joel Blythman
Principal

Leanne Kamphuis
School Council President

<p style="text-align: center;">Curriculum Contributions (Per Student)</p> <p style="text-align: center;">These are items and activities that students use, or participate in, to access the curriculum. At Traralgon South Primary School, we purchase these items in bulk on behalf of every student, and we ask families make a financial contribution in return.</p>	Amount
<p>Classroom/Art/Music/PE Consumable Materials, Equipment, Class Sets and Other Items</p> <p>Items include, but not limited to:</p> <ul style="list-style-type: none"> • Scrapbooks • Exercise books (feint ruled) • Exercise books (dotted thirds) • Exercise books (sky, grass, ground) • Exercise books (grid book) • Display books • A4 loose leaf paper • A5 paper (white) • A5 paper (coloured) • A5 paper (glitter) • A4 paper (white) • A4 paper (coloured) • A4 paper (glitter) • A3 paper (white) • A3 paper (coloured) • A3 paper (glitter) • Jotters/notepads • Diary • Plastic pockets • A4 laminating pouches • A3 laminating pouches • Pens • Grey leads • Library books and subscriptions • Mini whiteboards (for student use) • Whiteboard markers (for student use) • Coloured pencils • Textas • Sharpie textas • Crayons • Glue sticks • Highlighters • Sharpeners • Erasers • Rulers • Blu-tack • Scissors • Protractors • Pencil case • Sticky tape • Sticky notes • Manilla folders • Document wallets • Book boxes • Numeracy blocks • Calculators • Art and craft supplies (paint, beads, fabric, etc.) • Printing and photocopying of learning materials • Sporting and musical equipment • Provision and upkeep of school ICT devices 	\$89
<p>Online Subscriptions</p> <ul style="list-style-type: none"> • Essential Assessment (literacy and numeracy) • Literacy Pro • MAPPEN • Compass (to support report writing, and the tracking of student wellbeing and academic data) 	\$96
SUB-TOTAL	\$185

Other Contributions (Per Family)	Suggested Amount
These are for non-curriculum items and activities, and families can elect to financially contribute to the following category.	
Information Technology (IT) Provision of devices, software and equipment from shared classroom sets to enhance our ICT program	\$35
SUB-TOTAL	\$

Extra-Curricular Items and Activities

Traralgon South 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.

Extra-Curricular Items and Activities (Per Student)	Amount
These items and activities are provided on a user-pays basis	
School Photos	To be advised
Year 3 & 4 Camp	\$350 (approx.)
Year 5 & 6 Camp	\$350 (approx.)
Other sport, incursion, and excursion costs (for example transport to Athletics Carnival, interschool sporting events, and transport and entry to the Prep – Year 6 Swimming program)	To be advised

Total

Category	Amount
Curriculum Contributions (per student)	\$185
Other Contributions (per family)	\$ <i>(Enter elected amount here)</i>
Extra-Curricular Items and Activities (per student)	<i>(To be advised)</i>
TOTAL PARENT PAYMENTS:	\$185 <i>(Curriculum Contributions)</i> + \$ <i>(Other Contributions)</i> = \$

Payment Methods

Payments can be made via cash, or by direct debit to our school account below. Please also include a description of the related item you are making a payment for in the reference field. For example, 'Surname: 2025 Contributions'

Account Name: Traralgon South Primary School

BSB: 083 001

Account Number: 387779521

Payments can be made in full, or alternatively, via either of the suggested instalment options detailed below:

- Quarterly (per term): \$46.25
- Monthly (January-October): \$18.50

Financial Support for Families

Traralgon South 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 Schools Relief;
- Second-hand and low-cost options; and/or
- Alternative and confidential payment arrangements, such as payments in instalments.

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

Joel Blythman (Principal) or Karyn Birkett (Business Manager)

Ph: (03) 5195 5244

Email: traralgon.south.ps@education.vic.gov.au

Refunds

Our school will consider requests for partial or full refunds of payments made by parents on a case-by-case basis, considering 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.

Our school will also take into consideration the Department of Education's Parent Payment Policy and Guidance, Financial Help for Families Policy, and 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.