



Dear Parents/Carers,

8/12/2025

We are looking forward to a great year of teaching and learning in 2026 at Westgarth Primary. We would like to advise you of our school's voluntary financial contribution schedule for 2026.

State Government schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that 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.

School Council wishes to maintain our excellent classroom, specialist and extra-curricular educational programs and facilities. Parent contributions in all forms are highly valued by our school community and has allowed us to organise and coordinate rich, extensive programs and materials beyond what is required in the standard curriculum and what is provided for by Government funding. We make every effort to keep the cost of items and activities to a minimum and affordable for all parents.

Within our school our literacy, numeracy, art, and sporting materials are very extensive, and we are constantly updating and adding new materials for teachers and students to use to support personalised and quality learning. Our digital learning opportunities are constantly being updated without the need to implement a bring-your-own-device (BYOD) program. Additional programs we can offer because of your contributions include our Stephanie Alexander Kitchen Garden Program (SAKGP), extra staff, whole school performance, art show, sporting events etc. In addition, your contributions toward grounds and buildings will assist with managing additional works and improvements across both sites. Thank you for supporting the school's improvement to our green credentials by contributing funds to support the school moving towards net zero. With funds raised in 2024/25 we are able to remove the gas from both sites and add more solar. We are also setting up a new tax deductible fund called the Library Trust fund which funds will go towards the purchase of new books and resources for the school's library.

The suggested voluntary contribution schedule as outlined for your child/ren is on page 3.

### **Financial Support for Families**

Westgarth Primary School understands that families may experience financial difficulty and offers a range of support options, including: State Schools Relief Fund (SSR); Camps, Sports and Excursions Fund (CSEF); Compass half yearly and individualised payment plans; and free uniform recycled shop (FURS).

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Carolyn Shiels (Assistant Principal) or Glenn Fischmann (Business Manager).

Ph: 03 9481 5577 | Email: [westgarth.ps@education.vic.gov.au](mailto:westgarth.ps@education.vic.gov.au)

### **Payment Methods**

Westgarth Primary School's preferred method of payment is via the Compass parent portal.

Families can opt to access the half yearly payment plan via their Compass portal or can contact the school to set up a more individualised payment plan within Compass. Where families choose not to use the Compass portal, they can make payment at the school office in person with cash/EFTPOS.

### **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. For the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information please see below a one-page overview or visit [www2.education.vic.gov.au/pal/parent-payment/resources](http://www2.education.vic.gov.au/pal/parent-payment/resources)

Yours sincerely,

Jo Wheeler  
Principal

Darren Boyd  
School Council President

# 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.

## 2025 VOLUNTARY FINANCIAL CONTRIBUTIONS SCHEDULE

Curriculum Contributions – Items & activities that students use, or participate in, to access the standard curriculum	Amount
<p>Student classroom materials and equipment including subject specific - English, Mathematics, Language, Music, Science, Art and P.E.</p> <ul style="list-style-type: none"> <li>• e.g. exercise books, textas, pencils, posters/charts, coloured and white paper/cardboard, classroom libraries and readers, sticky tape, glue, markers, whiteboards, inquiry items, paint, clay, glitter, wool and craft items, printing and photocopying of worksheets and learning materials and classroom sporting equipment etc.</li> </ul> <p>ICT applications and provision of school owned devices, shared classroom sets, device configuration and upkeep. - Mathletics, SeeSaw, Reading*, Compass</p> <p><i>* Online Reading is for Prep, 1 &amp; 2 only and costs an additional \$20 to provide</i></p>	<p><b>\$240</b> Years 3-6</p> <p><b>\$260*</b> Prep, 1, 2</p>
Other Contributions – for non-curriculum items and activities	Amount
<p>First Aid Officer: To fund the employment of a qualified first aid officer to provide first aid to students.</p> <p>Maintenance of Grounds and Buildings: To support the ongoing upkeep of school grounds and buildings, ensuring they meet required standards, additional funds are essential. The current allocation from DET falls short in addressing urgent maintenance needs and essential items for our school, necessitating the use of locally raised funds to bridge these gaps.</p> <p>Stephanie Alexander Kitchen Garden Program: This contribution is to support the longevity of this unfunded program.</p> <p>Stephanie Alexander Kitchen Garden program: This contribution is to fund the food (\$60) consumed by students in this program, the employment of qualified staff (\$290) to provide this specialist program and to support the longevity of this unfunded program.</p>	<p><b>\$67</b> all year levels</p> <p><b>\$72</b> all year levels</p> <p><b>\$77</b> Prep, 1, 2 &amp; 6 only</p> <p><b>\$332</b> Yr 3,4,5 only</p>
Extra-Curricular Items and Activities – provided on a user-pays basis	Amount
<p>Westgarth Primary School 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 in order to deliver the Curriculum. The cost of extra-curricular items and activities will be advised throughout the year.</p> <ul style="list-style-type: none"> <li>• School Photos</li> <li>• Sports Carnivals</li> <li>• Interschool Sport (Years 5 &amp; 6 only)</li> <li>• Camps (Years 4 &amp; 6 only)</li> <li>• Graduation Ceremony (Year 6)</li> <li>• Swimming</li> <li>• Private Instrumental Music Lessons (after school)</li> <li>• Extra-Curricular Excursions and In-house Activities</li> <li>• Extra-Curricular Academic Competitions</li> <li>• Extra-Curricular lunchtime dance classes (Years 1-6 only)</li> </ul>	<p>Pay Per Use</p>
Tax Deductible Building Fund Contribution (voluntary)	Amount
<p>We invite you to donate a tax-deductible contribution into our Building Fund to support renovations, upgrades, and maintenance of school infrastructure. This fund is prioritised by School Council and the Environment Committee.</p> <p>There is a sliding scale of suggested donation, but not limited to:</p> <p><b>\$100</b> per child for a combined income of \$50,000 and up to \$99,999</p> <p><b>\$150</b> per child for a combined income of \$100,000 and up to \$149,999</p> <p><b>\$200</b> per child for a combined income of \$150,000 and above</p>	<p><b>\$200</b> or</p> <p>\$.....</p> <p>Nominated Amount</p>
Tax Deductible Library Fund Contribution (voluntary)	Amount
<p>School Council is setting up tax deductible Library Fund for families to contribute to if they wish. Details will be forthcoming in 2026 once the ATO complete the setting up of the account.</p>	<p>\$.....</p> <p>Nominated Amount</p>