

Dear Parent/Guardian,

Tongala Primary School is looking forward to another great year of teaching and learning and would like to advise you of Tongala Primary School's voluntary financial contributions for 2026.

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.

Within our school this support has allowed us to provide a range of different learning opportunities for our students, improve our ICT capability, purchase educational programs and subscriptions, maintain our library resources and provide diverse and exciting educational experiences for our students.

For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Yours sincerely,



Rob Hogan  
Principal

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<b>Stationary Packs</b> <ul style="list-style-type: none"> <li>Diaries/ Reading Journals/ Communication Books, Ruler, Glue Stick, Coloured Pencils, Textas, Eraser, Pencil Sharpener, Pens/ Grey Leads, Workbooks, Exercise books, writing paper, plain paper, coloured card, cover paper, plastic pockets, laminating pockets, document wallets, folders, display books, etc.</li> </ul> <i>NB. Packs will vary depending on year level.</i>	\$50
<b>Materials &amp; Equipment</b> <ul style="list-style-type: none"> <li>Classroom supplies:- sticky tape, masking tape, whiteboard markers, highlighters, individual whiteboards, dusters, scissors, etc.</li> <li>Art supplies for both classroom and art room use.</li> <li>Technology – printing, photocopying</li> </ul>	\$100
<i>ICT cost, including subscriptions</i>	\$60
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
<i>School Sports Victoria/ Regional Sports membership</i>	\$10
<i>Student wellbeing programs</i>	\$ 10
<i>First aid equipment, such as ice packs, bandaging, first aid kits and supplies</i>	\$ 10
<i>School grounds maintenance and improvements</i>	\$ 10
<b>Total Amount</b>	<b>\$ 250</b>

## Total

<b>Category</b>	
Curriculum Contributions	\$ 210
Other Contributions	\$ 40
<b>Total Amount</b>	<b>\$ 250</b>

### **Educational items for students to own**

The school will provide classroom stationary sets to be used at school only.

If you would prefer your child has their own individual stationary to take home, please provide this yourself, with names clearly marked.

### **Extra-Curricular Items and Activities**

Tongala 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 to deliver the Curriculum. These are provided on a user-pays basis.

These include:

- School Camps
- Excursions
- School Photos
- Visiting Performers
- Special Days
- End of year parties
- Grade 6 Graduation
- Interschool Sport

### **Financial Support for Families**

Tongala 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 School's Relief

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

Karen Vick

Ph: 03 58590551 | Email: [tongala.ps@education.vic.gov.au](mailto:tongala.ps@education.vic.gov.au)

### **Payment methods**

A variety of payment options are available such as Compass, EFTPOS and Direct Credit.

Families are welcome to pay a lump sum towards the extra-curricular items and activities, which can be used as required throughout the year.

### **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 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.