



# Trawalla

## Primary School

*Respect, Good Choices, High Expectations*

Principal: Kate Morcombe  
School Council President: Kylie Palmer

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11 Trawalla Rd, Trawalla, Vic 3373

Dear Parent,

Re: Parent Payments 2026

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

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

Please contact the school if you have any questions.

Yours sincerely,

Kate Morcombe  
Principal

Kylie Palmer  
School Council President

## Curriculum Contributions

The below list of Curriculum Contributions are items and activities that students use, or participate in, to access the Curriculum. All items listed below are provided to all students. However, if you would like to independently provide any item from a third-party provider, please consult with the school to ensure that the item meets the school's requirements.

Curriculum Contributions		Total amount (Per student)
Classroom consumables, materials & equipment		\$80.00
<b>Foundation to YEAR 3</b>	<b>YEAR 4 to YEAR 6</b>	
Stationery Pack comprising <ul style="list-style-type: none"><li>• 4x lined exercise books</li><li>• 4x scrap books</li><li>• 2x glue sticks</li><li>• 3x pencils (Faber Grip Jumbo Triangular HB)</li><li>• 1x eraser</li><li>• 2x whiteboard markers</li><li>• 1x pack of coloured pencils</li><li>• 1x pack of connector textas (Faber Castell)</li><li>• 1x ruler</li><li>• 1x scissors</li><li>• 1x Pencil case (A4 for reader pocket)</li></ul>	Stationery Pack comprising <ul style="list-style-type: none"><li>• 4x pens</li><li>• 3x lined exercise books</li><li>• 3x glue sticks</li><li>• 4x pencils (HB)</li><li>• 1x scissors</li><li>• 1x eraser</li><li>• 1x pencil sharpener 2-hole canister</li><li>• 1x pack of coloured pencils</li><li>• 1x pack of connector textas (Faber Castell)</li><li>• 1x ruler</li><li>• 1x maths grid book</li><li>• 2x whiteboard markers</li><li>• 4x document folders</li></ul>	
Books <ul style="list-style-type: none"><li>• 1x student diary 2026</li><li>• 1x Read It –diary</li></ul>	Books <ul style="list-style-type: none"><li>• 1x student diary 2026</li></ul>	
ICT <ul style="list-style-type: none"><li>• Provision of iPads and computer from the shared classroom sets</li><li>• Online Subscriptions</li></ul>		
Printing and photocopying of worksheets and learning materials		
Whole school events (Cluster days, Athletics Day, some excursions and incursions)		

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

Trawalla 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. These are provided on a user-pays basis and parents will be notified of the cost as these activities are scheduled throughout the year. Extra-Curricular Items and Activities may include interschool sports, school camps and some excursions.

### Financial Support for Families

Trawalla Primary School understands that some families may experience financial difficulty and offers a range of support options such as the Camps, Sports and Excursions Fund (CSEF), State Schools Relief (SSR) and payment plans for Extra-Curricular Items and Activities. For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Kate Morcombe (Principal) Ph: 03 5349 2047 or Email: [Kate.Morcombe@education.vic.gov.au](mailto:Kate.Morcombe@education.vic.gov.au)

### Refunds

Parent requests for refunds are subject to the discretion of the school and made by 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.

### Payment Methods

We offer a variety of payment methods to assist our families:

- Direct Deposit to:      Account name: Trawalla Primary School Official Account  
   BSB: 063 636  
   Account Number: 10011287  
   Bank: Commonwealth  
   *\*Please include the family surname in the reference field with making a payment.*
- Cheque to:                1150: Trawalla Primary School  
   11 Trawalla Road  
   Trawalla 3373
- Cash

Parents can make contributions to the school in a lump sum payment or through recurring contributions. If a Parent would like to make recurring contributions at their own leisure, we ask that you inform the school each time a payment is made so we can issue a receipt once payment has been received.

## VOLUNTARY FINANCIAL CONTRIBUTION 2026

I \_\_\_\_\_ parent/carer of  
*Parent / Carers Name*  
 (please circle)

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*Student/s Full Name*

would like to pay the amount of \$\_\_\_\_\_

to Trawalla Primary School.

**Please select when you will make payment:**

- ☐ Option 1 Full amount at commencement of Term 1
- ☐ Option 2 Recurring contributions throughout the year\*
- \* If selecting Option 2, please inform the school each time you make a recurring contribution.

**Please select your payment method:**

- ☐ Direct Deposit to:      Account name:      Trawalla Primary School Official Account  
BSB: 063 636  
Account Number: 10011287  
Bank: Commonwealth  
*\*Please include family surname in the reference field with making a payment.*

☐ Cheque to:      1150: Trawalla Primary School  
11Trawalla Road  
Trawalla 3373

☐ Cash

Signed: .....

Date: .....

**\*Please note:** Families will be issued with a school receipt once a payment has been received.

## 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.