



OUR VISION

Learn • Thrive • Contribute

OUR VALUES

Curiosity • Respect • Integrity • Resilience

PARENT PAYMENT ARRANGEMENTS for 2026 – PREP

Dear Parents/carers,

Laburnum Primary School advises you of our Parent Payment arrangements for 2026.

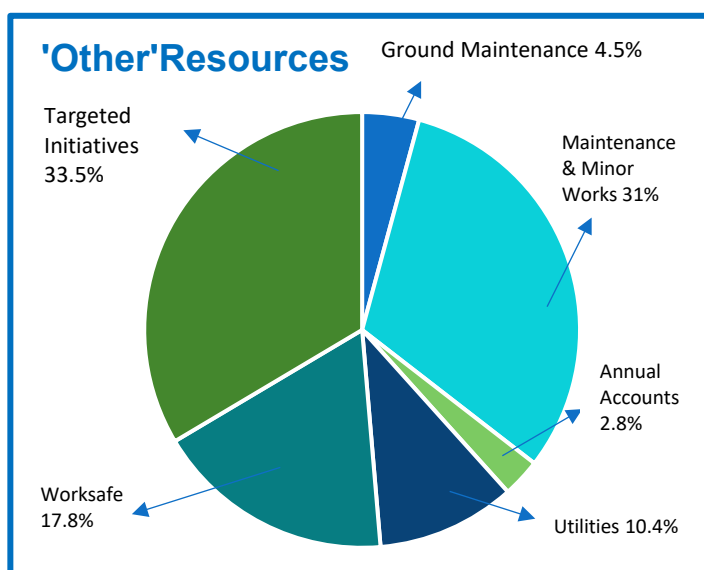
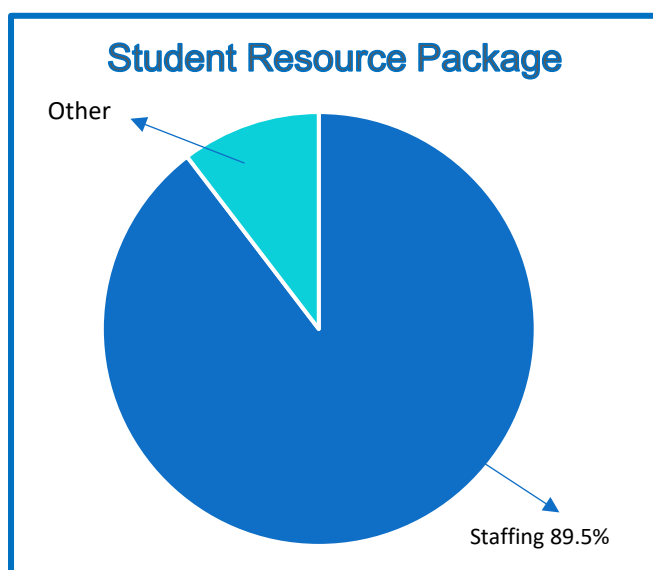
Please find attached the schedule for Prep. Please complete this form and return it to the school by **24 November 2025**, so the school can order items needed for your child's learning next year. We make every effort to keep Parent Payments affordable for all families.

Each year, School Council determines the following year's cash budget by considering teaching and learning programs and the key improvement areas in the School Strategic Plan. Parent payments continue to support the school to maintain our outstanding academic results.

Funding to meet the school's budget comes from three sources:

1. DE (Department of Education) Student Resource Package
2. Parent Payments, through Voluntary Contributions, including the Tax-Deductible Building Fund and Curriculum Contributions
3. Local fundraising, including a valued contribution from our Parents Group through fundraising.

The DE Student Resource Package meets salaries and most operational costs of running the school ('free instruction'). It does not, however, meet all the cost of materials or the enriched learning programs that we offer. Although government schools provide students with free instruction to fulfil the standard Victorian curriculum, the ongoing support of our families ensures that we can offer the best possible education and support for our students.



2021 - 2025 Parent Contributions and local fundraising (including Parents Group) provided:

- New Sports Court with artificial turf
- New Soccer/Play area with artificial turf
- Sensory Garden landscaping and sensory items
- Painting of PAC and PAC roof
- Annual replacement of student computers
- Junior School playground
- New Blacks Walk entrance gates
- New Shade Sails over new landscaping
- New Playground equipment for Prep area
- Large plasma screens in classrooms
- New Oval Running Track
- New audio-visual system in Hall
- Repairs to taps & cisterns in student toilets

- Air conditioners for classrooms & PAC
- Window repairs & fly screens
- Complete restoration of Hall floor
- New stage curtains and hall curtains
- Complete termite barrier installed
- New vinyl flooring in Hall corridor
- New shade sail over Year 5/6 playground
- New student furniture in Year 1, 4 & 6
- Maintenance of synthetic play areas, and ongoing mulching of playgrounds
- New carpet for classrooms
- Ongoing gutter, downpipes & roofing repairs/cleaning/replacement
- Continuous improvements to exit/security lighting and smoke detector upgrades

The school relies heavily upon voluntary parent financial contributions to meet the difference between funds from the Student Resource Package and our budgeted expenditure each year. Parent Contributions and local fundraising also allow us to fully fund the maintenance of, and improvements to, buildings and grounds.

Financial Support for Families

Laburnum Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- the **Camps, Sports and Excursions Fund** (see School Website Home Page for this link)
- Second-hand Uniform Shop
- State Schools Relief Committee
- Payment plans for Extracurricular Items and Activities

For a confidential discussion about accessing these supports, or if you would like to discuss alternative payment arrangements, contact: Sonya Edwards, Business Manager

Ph: 03 9898 5811 | Email: laburnum.ps@education.vic.gov.au

Payment Methods Refer to Fee Schedule on pages 3 & 4.

Refunds Refer to [Refund Policy](#) – Available on School Website

For further information on the Department's Parent Payment Policy, please see a one-page overview attached, and on the school website.

Yours sincerely,

Mr Matthew Hall
School Council President

Dr Kim Dray
Principal

Please note: each Year Level has a different Fee Schedule, so it is important to use the correct one for each child.

Contribution schedule – Prep 2026

FAMILY NAME: _____

STUDENT NAME: _____

Please find below an itemised list of:

- Curriculum Contributions, that are Core Student Learning Items.
- Other Contributions,

Laburnum Primary School also welcomes your Tax-deductible Donation.

Please complete this form and return to the school by **25 November 2025**, so the school can prepare for the 2026 school year accordingly.

Curriculum Contributions (previously 'Essential Items') - items and activities that students use, or participate in, to access the Curriculum	Amount
Prep classroom consumables, materials & equipment • <u>Curriculum Consumables</u> [ALL DELIVERED DIRECTLY TO CLASSROOMS IN BULK] \$74.95 Including (but not limited to) Inquiry Learning, S.T.E.M., sight words resources, Visual Arts materials that are taken home. • <u>Specialist supplies</u>: Art, Spanish, Physical Education, Music and Library Including (but not limited to) learning journals, scrapbooks, resources, paper, clay, textiles, paint. \$27.25 • <u>Stationery Starter Pack</u>, per student [COLLECTED BY STUDENTS] May include (but not limited to) Pencil case, Display book, project book, coloured markers, twist crayons, triangular 2B Pencils, scrapbooks, reading journal, glue sticks, exercise book, crossover pencil grip, mini whiteboard erasers, whiteboard markers, writer story book \$41.75	\$143.95
Prep Online Subscriptions and learning programs • Bug Club, Epic, Sunshine Books, StoryBox Library, ClickView • Evolve eSafety program	\$ 28.20
Prep ICT Devices – The school provides technology experiences for students, additional technical support, Wi-Fi infrastructure, internet services, 2 and 3D printing, data projectors and ongoing staff development. Following parent feedback, the previous Bring Your Own Device (BYOD) program was replaced with a cyclic school replacement program. Parent payment of ICT monies saves families from having to buy and maintain their own devices. Ongoing replacement of classroom interactive screens is also supported through this payment. Prep Large plasma screens introduce Preps to school technologies. iPads help to collect student feedback and further integrate learning. Students also use the BeeBot devices to learn initial coding skills. Introductory cyber safety lessons are taught	\$ 95.00
Swimming - Note please: 'arrangements yet to be finalised'	TBA
Other Contributions – previously for non-curriculum items and activities	Amount

Additional Programs - School Council asks parents to make this contribution to support the school's provision of some programs including school events and maintenance of our school environment, which are not covered by other funding (e.g. fixed sports equipment, playgrounds, sports fields, landscaping).	\$90.00
PE Equipment - Sports equipment for use in classroom and breaks (including but not limited to) sporting balls, racquets, nets, bats. This is kept in each classroom, separate to the P.E. program equipment.	\$4.50
Student Wellbeing programs - e.g. Life Education, Interrelate.	TBA
First Aid Equipment - Includes provision of supplies, e.g. band aids, school EpiPens, first aid kits, defibrillator supplies, generic Ventolin & spacers.	\$5.00
School Grounds (Maintenance and Improvements) - for regular maintenance of school grounds & to meet safety standards, including annual inspections. The Government provides some funding to address urgent works & essential items. Any shortfalls are met by locally raised funds. Families are encouraged to contribute, especially as Working Bees have become unviable.	\$ 65.00
Other optional excursions/incursions - yet to be scheduled	TBA, each term
Tax-deductible contributions	
Building fund - A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure, as per our Maintenance Plan and Priority Projects list. Each year, School Council allocates these funds, as these monies can only be spent on new capital expenditure (including Priority Projects) and maintenance of buildings and building fixtures. Your contribution enables us to meet essential needs and costly upgrades to our school buildings (suggested \$135.00).	\$.....
Total Amount	\$

Education Items for students to own:

LPS offers families the Stationery Starter Pack (above), so that all students have the same essential items needed for learning.

If your family chooses to purchase your child's Stationery Pack elsewhere, please contact the office for a list of these essential items. As other Curriculum Consumables and Specialist Supplies are purchased in bulk by the school, these items are separately listed for payment above in the Curriculum Contributions section.

Extra-Curricular Items and Activities - Previously 'Optional Items'

Extra-Curricular Items and Activities <i>The cost of extra-curricular items and activities will be advised throughout the year.</i>	Amount	Purchase
School photos	TBA	
Optional Instrumental Music Tuition	TBA (via tutor)	
Total Extra-Curricular Items and Activities		\$

TOTALS

Category	
Curriculum Contributions – previously ‘Essential Items’	\$
Other Contributions – previously ‘Voluntary Contributions’	\$
Extra-Curricular Items and Activities	\$

Please indicate your Parent Payment arrangements on the table below and return this to the school by **24 November 2025**.

FAMILY NAME: _____ CONTACT NUMBER: _____
 STUDENT NAME: _____ 2025 CURRENT CLASS: _____

Payment

PARENT PAYMENT ARRANGEMENTS	Total Amount	\$
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Please indicate your preferred method of payment:

Tick

Option A (full amount by 24 November 2025)

☐

Option B (half payment by 24 November 2025 & balance 9 Feb 2026)

☐

Option C (other payment arrangements)*

☐

* If selecting Option C please make an appointment with the school's Business Manager, Sonya Edwards.

Please include family name in the description & email your completed Contribution Schedule forms (pages 3, 4, 5 & 6) to the Office at laburnum.ps@education.vic.gov.au

Preferred payment method:

BPay BPay details, these can be found on your school statement or please contact the school office by email or phone 9898 5811. **Please email your completed Contribution Schedule forms** (pages 3, 4 & 5) to laburnum.ps@education.vic.gov.au.

Cash Brought to school by student & given to their classroom teacher. **Please include completed Contribution Schedule forms** (pages 3, 4 & 5).

EFTPOS Available at the school office. **Please bring your completed Contribution Schedule forms** (pages 3, 4, & 5) to the office.

Credit Card Complete credit card slip on next page or contact school office on 9898 5811. Please include family name in the description & **email your completed Contribution Schedule forms** (pages 3, 4, 5 & 6) to the Office at laburnum.ps@education.vic.gov.au

LABURNUM PRIMARY SCHOOL CREDIT CARD PAYMENT FORM

☐ Mastercard ☐ Visa Please charge my Credit Card \$ _____

Full Card Number: _____/_____/_____/_____

Expiry Date: ____/____ CVC: ____ Date: _____

CONTACT NUMBER: _____

Cardholder Name: _____

Cardholder Signature: _____

FAMILY NAME: _____

STUDENT NAME: _____

2025 CURRENT CLASS: _____

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.