**GRADE 4**

Dear Parents/Carers

This Department of Education letter provides information about voluntary contributions you can make to support Laburnum Primary School for 2027 and other payments you can choose to make.

Victorian government schools provide free instruction. This means all students have free access to all items, activities and services that schools use to deliver the curriculum, including reasonable adjustments to support students with disability.

Some families choose to make a voluntary financial contribution to support the school, and we are very grateful for this support. Making a voluntary contribution is your choice. There is no expectation or pressure for families to contribute.

Laburnum Primary School offers a range of items and activities that are additional to the free instruction provided to all students at our school. Financial help is available for extra-curricular items and activities if you are experiencing financial hardship (see further details under Financial Help for Families in the attached information). For a confidential discussion about how to access the financial help available, please contact: Sonya Edwards 03 9898 5811 laburnum.ps@education.vic.gov.au

If you need an interpreter, please contact 03 9605 3053 and give our school's phone number 03 9898 5811 school's phone number. An interpreter can help you speak with us. This service is free. For more information, please see How to use an interpreter to contact your school.

For more information on the Department of Education's Parent Contributions policy please see the information attached. You can read the full policy at Parent Contributions: Policy | education.vic.gov.au

**LABURNUM PRIMARY SCHOOL 2027 PARENT CONTRIBUTIONS ARRANGEMENTS**

**Voluntary contributions – GRADE 4**

If you are the carer of a student in out-of-home care or hold a financially means-tested card (such as a healthcare card), please ignore the invitation to make voluntary contributions.

We encourage any family experiencing financial hardship to contact the school for information about the financial help available for extra-curricular activities like camps and excursions.

| Voluntary contributions | Suggested amount – parents can contribute more or less | Amount |
|---|---|---|
| **Voluntary contributions** to enhance our school's range of programs, resources and environment. | $487.78* | $ |

***A School Council breakdown of this amount is included on page 4.***

| Tax-deductible voluntary contributions | Suggested amount – parents can contribute more or less | Amount |
|---|---|---|
| **Voluntary - Building fund:** a tax-deductible contribution to support renovations and upgrades of school infrastructure | $135.00 | $ |

## Extra-curricular items and activities

Laburnum Primary School offers a range of optional items and activities that are additional to the free instruction provided to all students at our school. Accessing these items and activities does require payment, but financial support is available (see further details under Financial Help for Families below).

Example extra-curricular items and activities include:

- optional activities, camps, excursions and programs
- class photos

We have provided confirmed or indicative costs of known extra-curricular items and activities below. Payment for extra-curricular items and activities with a confirmed cost can be made now or later. Payments can also be made via instalment.

Please contact the school for advice on financial help available for extra-curricular items and activities.

| Extra-curricular items and activities | Indicative cost | Confirmed cost (where known) | Parent/carer to select |
|---|---|---|---|
| Grade Level Excursions | TBC | | |
| Grade Level Swimming Program | TBC | | |
| Grade 4 Adventure Day | TBC | | |
| School Class Photos – March 2027 | TBC | | |
| Instrumental music lessons | TBC | TBA via Tutor | |

**Booklist items:**

You can choose to buy learning materials for your child to individually use and own. These items can be bought from any supplier.
Laburnum Primary School has an arrangement with the following supplier for the materials that you can buy from the school: KaKa Kids School Supplies
If you do not buy these items, your child will still be provided with what they need, however they may not be provided with these items to own, or keep, on an individual basis. If you wish to buy items through the supplier, the recommended list will be provided and published on our website when finalised.
If you would like to buy items to own that are not from this supplier, you can contact Sonya Edwards via laburnum.ps@education.vic.gov.au for information about editions of textbooks and/or headphones that will be used.

**Financial help for families**

Laburnum Primary School understands families can experience financial difficulty. Help is available, including:

- **Camps, Sports and Excursions Fund** – this program provides funding for eligible students, including those in out of home care, and holders of eligible financially means-tested cards (such as health care cards), to attend activities like camps, sporting activities, excursions and incursions that are offered on a user-pays basis.
- **Affordable School Uniforms -** delivered by State Schools Relief, this program helps cover costs such as school uniforms, shoes, and other essential school items where families are experiencing financial hardship or short-term crisis.
- Payment plans for Extra-Curricular Items and Activities
- Second hand uniform store / sales held the second Friday of every month at 2.30pm

Applications for support from the Camps, Sports and Excursions Fund and State Schools Relief are submitted by the school - please contact us to discuss these and other financial help.

For a confidential discussion about how to access financial help, please contact:
Sonya Edwards, Business Manager
Ph: 03 9898 5811| Email: laburnum.ps@education.vic.gov.au

| | |
|---|---|
| **Curriculum Contributions** (previously 'Essential Items') **-** items and activities that students use, or participate in, to access the Curriculum | **$487.78** |
| **Grade 4 classroom consumables, materials & equipment**<br>• Curriculum Consumables [ALL DELIVERED DIRECTLY TO CLASSROOMS IN BULK] $68.60<br>Including (but not limited to) Inquiry Learning, S.T.E.M., sight words resources, Visual Arts materials that are taken home.<br>• Specialist supplies: The Arts, Spanish, Physical Education, Music and Library $28.28<br>Including (but not limited to) learning journals, scrapbooks, resources, paper, clay, textiles, paint.<br>• Stationery Starter Pack, per student [COLLECTED BY STUDENTS] $ 92.80<br>May include (but not limited to) Writing books, pens, pencil case, colour pencils, markers, reading journal, multimedia headset with microphone, sharpener, A4 clipfolder, whiteboard eraser cloth, glue sticks, highlighter, scissors, whiteboard pens, cards, eraser, ruler, stick on notes, markers, visual art diary | ☐<br>$189.68 |
| **Grade 4 Online Subscriptions and learning programs**<br>• Bug Club, Epic, Sunshine Books, StoryBox Library, Essential Assessment, Typing program & ClickView | ☐<br>$ 38.60 |
| **ICT Devices** –<br>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.<br>We provide a cyclic school replacement program for student devices. 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.<br>**Grade 4**<br>Students use notebook computers with the Windows operating system, and other devices, educational software, cameras, keyboarding and printing. A typing software subscription supports student digital participation, including with NAPLAN. Understandings around cyber safety and coding are extended. G Suite for Education is introduced and extra technical support provided. | ☐<br>$ 95.00 |
| **Other Contributions –** previously for non-curriculum items and activities | |
| **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). | ☐<br>$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. | ☐<br>$4.50 |
| **First Aid Equipment** - Includes provision of supplies, e.g. band aids, school EpiPens, first aid kits, defibrillator supplies, generic Ventolin & spacers. | ☐<br>$5.00 |
| **School Grounds (Maintenance and Improvements)** - for regular maintenance of school grounds & to meet safety standards, including annual inspections. The Government provides some funding to address urgent works & essential items. Any shortfalls are met by locally raised funds. Families are encouraged to contribute, especially as Working Bees have become unviable. | ☐<br>$ 65.00 |
| **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). | $..... |

**Payment methods for Voluntary Contributions and Tax-Deductible Contributions**

Please indicate your Parent Contributions arrangements on the table below and return this to the school by **23 November 2026.**

FAMILY NAME _____

CONTACT NUMBER/S_____

STUDENT NAME: _____

2026 CLASS: _____

## Payment Methods

| **CONTRIBUTION PAYMENT ARRANGEMENTS** | **Amount** | $ |
|---|---|---|
| Please indicate your preferred method of payment: | | **Tick** |
| **Option A** Full amount | | ☐ |
| **Option B** (other payment arrangements) | | ☐ |

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

Please include family name in the description & email your **completed Contributions** form to the Office at *laburnum.ps@education.vic.gov.au4*

**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 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 4 & 5) in the envelope.** |
| EFTPOS | Available at the school office. **Please bring your completed Contribution Schedule forms (pages 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 4 & 5)** to the Office at *laburnum.ps@education.vic.gov.au* |

## LABURNUM PRIMARY SCHOOL CREDIT CARD PAYMENT FORM

☐ Mastercard ☐ Visa Amount $ _____

Full Card Number: _____/_____/_____/_____

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

CONTACT NUMBER: _____

Cardholder Name: _____

Cardholder Signature: _____

FAMILY NAME: _____

STUDENT NAME: _____

2026 CURRENT CLASS: _____

**Refunds** Refer to Refund Policy – Available on School Website

# Parent Contributions policy

## Information for families



### FREE INSTRUCTION

Schools give students free instruction in the curriculum. This includes:

- Free access to all items, activities and services that schools use to deliver the curriculum, including reasonable adjustments to support students with disability.
- The Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major, and the Victorian Pathways Certificate.
- Free access to all subjects, including elective subjects.
- Free access to select-entry and accelerated programs.



### FINANCIAL HELP FOR FAMILIES

Each school has a contact person who can discuss with parents and carers the financial supports that are available.



### FAMILIES CAN CHOOSE TO CONTRIBUTE

Schools can invite 2 types of voluntary contributions:

| Voluntary contributions | Tax deductible contributions |
|---|---|
| Used towards enhanced educational programs and school environment, and additional resources and opportunities offered by schools | Used towards building and/or library fund (for those schools who have such funds) |

Schools must advise the carers of students in out-of-home care and parents and carers who hold a financially means-tested card (such as a healthcare card) that the invitation to make voluntary contributions does not apply to them.

In addition, schools can invite parents and carers to pay for optional:

- Extra-curricular items and activities that go beyond the curriculum - for example, school photos, some excursions and some camps.
- Learning materials for students to individually use and own - for example, textbooks, stationery, and in secondary schools only, digital devices. If these items are not bought or provided from home, schools will provide students with free access to what they need for curriculum delivery.