



# COBURG WEST PRIMARY SCHOOL

January, 2026

Dear parent/guardian,

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

Schools provide students with free instruction to fulfil the standard curriculum requirements, 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.

Within our school this support has allowed us to:

- Keep class sizes down while still offering a broad range of specialist subjects, student support and extension programs and a range of additional experiences to enhance learning for all students
- Employ Sue (our School Nurse) five days a week to ensure every student's medical and First Aid needs are met
- Maintain and upgrade our learning spaces and playgrounds.

Without your contributions, it may not be possible to continue to offer and maintain many of these things.

This year, existing families may notice that despite rises in the general cost of living, the Coburg West Primary School Council have agreed not to increase the financial burden on our families and have maintained the requested payment amounts at the same level of 2024 and 2025.

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

Yours sincerely,

Mark Colagrande  
Principal

Donald Parton  
School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>General classroom materials and equipment – such as stationary, workbooks, scrap books, glue, writing paper craft items</li> <li>Mathematics – resources and manipulatives to support hands-on learning</li> <li>English – book boxes and handwriting text</li> <li>Visual Arts – paint, crayons, fabrics, coloured paper, beads, clay</li> <li>Languages – workbooks, scrap books, poster paper, craft materials</li> <li>Science/STEM – materials and equipment to conduct experiments and construct projects</li> <li>Sports/PE – equipment and other learning materials</li> <li>Performing Arts – equipment and learning materials</li> </ul>	\$230
Online subscriptions for learning, assessment and communication	\$15
ICT devices – provision of devices from the shared classroom sets	\$35
Printing and photocopying of worksheets and learning materials	\$10
<b>Total Curriculum Contributions</b>	<b>\$290</b>

Other Contributions - for non-curriculum items and activities	Amount
<i>School Sports Victoria (SSV) affiliation – Years 3 to 6</i>	\$4
<i>First Aid</i> <ul style="list-style-type: none"> <li>Personnel (Nurse Sue) \$90</li> <li>Equipment/supplies \$5</li> </ul>	\$95
<i>School grounds maintenance and improvements</i>	\$20
<b>Total Other Contributions</b>	<b>\$119</b>

Tax deductible contributions	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. Contributions to this fund supports continued strategic enhancements of our school's facilities.	\$ _____
(Suggested - \$100)	
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. Contribution to this fund will continue to support and maintain programs and resources to ensure both our School and Classroom Libraries remain well stocked and vibrant spaces for all students to enjoy.	\$ _____
(Suggested - \$50)	

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

Below are items that the school recommends you purchase from our school office for your child to individually own and use.

• Sun Hat (broad rimmed)	\$15
• Reading Book Bag	\$20

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

Coburg West 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 to deliver the Curriculum.

NB: The cost of extra-curricular items and activities will be advised throughout the year and are strictly provided on a user-pays basis.

<b>Extra-Curricular Items and Activities</b>	<b>Amount</b>
School photos	\$TBA
School camp	
• Three days/two nights away for students in grades 4, 5 & 6	
• Two days/one night away for students in grade 3	\$TBA
• Extended Bush Day for grades 1 and 2	
Interschool sports program	\$TBA
Excursions and/or incursions scheduled throughout the year	\$TBA
Student Wellbeing – human development program	\$TBA
<b>Total Extra-Curricular Items and Activities</b>	<b>\$ _____</b>

## **Financial Support for Families**

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

- the Camps, Sports and Excursions Fund (CSEF)
- the Second-Hand Uniform Shop
- State Schools Relief (SSR)
- Negotiated payment plans for Extra-Curricular Items and Activities (such as School Camps)

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

Monica Milne, Business Manager  
Ph: 03 9386 1286 | Email: [monica.milne@education.vic.gov.au](mailto:monica.milne@education.vic.gov.au)

**Total**

Category		Totals
Curriculum Contributions		\$290
Other Contributions	<i>First Aid/Nurse/School Grounds/SSV (Non-tax deductible)</i>	\$ _____
	Building Fund (Tax-deductible)	\$ _____
	Library Fund (Tax-deductible)	\$ _____
Extra-Curricular Items and Activities		\$TBA
<b>Total</b>		<b>\$</b>

**Payment methods**

Payments can be made via the following methods:

- **COMPASS** (preferred) – payments can be made now.
- **EFTPOS or Cash** – payments can be made now over the counter at the front office, or by phone on 03 9386 1286
- **Direct Deposit** – payments can also be made now, by direct deposit into the school bank account using the school bank account details provided below.

NB: please include your family name as the reference for payment.

**BSB:** 063-150                    **ACCOUNT:** 1004 7327

**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 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.