

## A note from our School Council

Clifton Springs Primary School is looking forward to another great year of teaching and learning. We would like to advise you of Clifton Springs Primary School's **voluntary financial contributions** (formerly called school fees) for 2026 as listed on the next two pages, including Curriculum and Non-Curriculum Contributions.

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.

While our school does receive funding from the Department of Education and Training, there is still a gap each year between what we receive, and what it costs for our teachers to provide a high standard of education and all the amazing opportunities for our children.

The School Council aims to fill this gap through fundraising events each year, but the *most effective way to fill this gap is through the Voluntary Financial Contributions you make.*

Your contributions help our school fund exciting and innovative student learning experiences as well as strengthening our specialist classes (P.E, Music, Art & Science) with the necessary resources, like library books, sports equipment, art supplies, instruments and interactive science activities. It also contributes to the ongoing maintenance of our buildings and grounds.

*Your assistance here, is invaluable, and please remember there are ALWAYS payment plan options available for any financial contribution you make, and financial contributions can be made at any time of the year.*

### **Educational Items for students to own (Stationary Packs)**

The School Council also believe it is important to ensure families understand the value of the **Educational Items for Students to Own** (Stationary Packs). *These are the classroom supplies that are not covered in the funding from the Department of Education & Training, for any Victorian Government school.*

Each year our classroom teachers carefully choose what supplies are appropriate for each year level and these are listed as Educational Items to Own. Our School Council has negotiated the best price for quality supplies through WINC, with an easy-to-use online Parent Portal and delivery to your home before the start of the year.

While we can appreciate there are many other different options available to purchase these items, in stores and online, sometimes the products in stores especially the workbooks, are not exactly what the classroom teachers require. **Using the WINC online ordering system allows us to make sure we are purchasing the exact items the teachers need for our children, ensuring students have all the required items to maximise their learning throughout the year. It is designed to make it easier for us.**

### **Payment for both Voluntary Financial Contributions and the purchasing of Stationary Packs is through WINC**

Like last year families will have access to paying **voluntary financial contributions** AND purchasing the **stationary pack from** the WINC Parent Portal. The portal offers payment plans via PayPal and Zip Pay.

*Thanks for all your ongoing support for our school community. We look forward to an exciting 2026!*

Courtney Howie President / Caroline Brown Vice President  
On behalf of Clifton Springs Primary School – School Council Parent Members 2025  
Meg Parker, Principal

# Clifton Springs Primary School

## PARENT PAYMENT ARRANGEMENTS 2026



| Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Amount          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <p><i>Shared classroom consumables, materials &amp; equipment</i></p> <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper, glue, card, wool, material, wood, beading</li> <li>• Science – ingredients, shared materials</li> <li>• Mathematics – numeracy blocks, calculators, textbooks, stationary, maths kits</li> <li>• English – book boxes, class sets, novels, readers,</li> <li>• Classroom shared – classroom library, workbooks, stationary in addition to the Ready to Learn packs, e.g. post-it notes, poster paper, tape etc.</li> <li>• Sports – equipment, ribbons, materials</li> <li>• Music – instruments, books, pens, markers and sheet paper</li> <li>• Library – books and subscriptions</li> </ul> | \$65.00         |
| <p><i>12 months online subscriptions available for each student to use at school and at home</i></p> <ul style="list-style-type: none"> <li>• Book Creator</li> <li>• Jamf</li> <li>• MultiLit</li> <li>• Epic</li> <li>• Acadience</li> <li>• Numbots &amp; TTRockstars</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$20.00         |
| <i>ICT devices – provision of devices &amp; maintenance of the shared classroom sets of iPads &amp; Laptops for all learning groups.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | \$30.00         |
| <i>Printing and photocopying of worksheets and learning materials</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$10.00         |
| <b>Total Curriculum Contributions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>\$125.00</b> |

| Other Contributions - for non-curriculum items and activities                                                                                                                                                              | Amount                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <p><b>Kids In Need Donation (KIND)</b></p> <p><i>CSPS has a KIND fund that distributes a helping hand to families within our school community, whereby a portion of a students' camp or swimming can be subsidised</i></p> | <p>\$10.00-30.00</p> <p>Voluntary decision</p> |
| <p><b>First Aid &amp; Student Wellbeing</b></p> <p>Contributions towards first aid material, online Compass Sick Bay and general student wellbeing</p>                                                                     | <p>\$10.00-30.00</p> <p>Voluntary decision</p> |
| <p><b>School grounds maintenance and improvements</b></p> <p>Funding to maintain our grounds and gardens, tops up soft-fall around playgrounds and sandpits</p>                                                            | <p>\$10.00-30.00</p> <p>Voluntary decision</p> |

# Clifton Springs Primary School

## PARENT PAYMENT ARRANGEMENTS 2026



| Tax deductible contributions                                                                                                                                    | Amount                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>Building fund.</b><br><i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure (Suggested - \$10.00).</i> | \$10.00<br>Voluntary decision |

| Educational items for students to own (Book pack)                                                                         | Amount                      |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Attached is a list of items that the school recommends you purchase from WINC for your child to individually own and use. | Amounts vary per year level |

| Extra-Curricular Items and Activities - Incursions, Excursions, Events – provided on a user-pays basis                                                                                                                                                                                                                     | Amount        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Clifton Springs 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.<br>Extra-curricular activities for students will be advised through Compass through-out the year. | To be advised |

### Financial Support for Families

Clifton Springs 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) for health care card holders
- KIND fund for qualifying students
- Access to external not for profit entities that help fund families for Camps
- Various flexible payment options/instalment plans available

*For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements. Ph: 03 5251 3581 | [Email: clifton.springs.ps@education.vic.gov.au](mailto:clifton.springs.ps@education.vic.gov.au)*

### Payment methods

- a) In full or flexible payment plan through your Compass App
- b) Flexible Payment plan for your own dates and amounts with a Credit Card through Compass Pay
- c) CentrePay payment from your Centrelink Benefits
- d) Regular bank transfer to the school account

## **Refund Policy**

### General Refunds

Parent requests for refunds are subject to the discretion of the school and will be considered on a case-by-case basis. Refunds may be provided where the school deems it reasonable and fair to do so, following a written request. In making decisions about refunds, the school will consider:

- Whether a cost has been incurred by the school
- The Department's *Parent Payments Policy and Guidance*
- The *Financial Help for Families Policy*; and
- Any other relevant information or special circumstances.

### Camps and Excursions

Refunds for camps, excursions, and similar activities will not be issued for a change of mind or if a student chooses not to attend.

Refunds may be considered in the following circumstances:

- The student was unwell and a valid medical certificate is provided; or
- There are exceptional or compassionate circumstances, as determined by the principal.

Please note that bus fares, venue entry fees, accommodation deposits, or other prepaid costs that have already been paid by the school cannot be refunded, as these payments are generally non-recoverable and the school must not be left out of pocket. The school will make every effort to minimise financial loss to families where possible, while ensuring compliance with Departmental policies and the school's financial responsibilities.

## **Thank you!**

On behalf of our school community here at Clifton Springs PS, we thank you for your contributions.

Your financial support helps to support and enhance resources for our Art, Music, Science and PE programs.

## 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.