



CHELTENHAM EAST PRIMARY SCHOOL

2026 Year 4 Voluntary Parent Contributions



For more information, contact

Naomi Smith, Business Manager
naomi.smith4@education.vic.gov.au



Table of Contents

- 3 Official Communication
- 4 Curriculum Contributions
- 5 Other Contributions
- 5 Educational items for students to own - individual student booklist items
- 5 Extra-Curricular Items and Activities
- 6 Financial Support for Families
- 6 Payment methods
- 6 Refund policy
- 7 Department of Education Parent Payments Policy overview
- 8-9 Officeworks School List Service information

Our Vision

Cheltenham East students are empowered learners who are flexible thinkers with the skills and knowledge to respond critically and creatively to their world.



5th November 2025

Dear Parent/Guardian

Cheltenham East Primary School is looking forward to another great year of teaching and learning next year and would like to advise you of our 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. This financial support ensures that we can continue to provide the excellent range of facilities and resources for your children. We want to thank you for all your support, whether that is through fundraising or volunteering your time. Your support has allowed us to provide an enriched learning and teaching program for every student, which is highly valued by our school community. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students.

To maintain our high standards of teaching and learning, and following School Council consultation and local research, CEPS will implement an increase in parent contributions for 2026. This adjustment will help us continue providing excellent educational opportunities, enhance resources, and support student wellbeing and enrichment.

For 2026, Curriculum Contributions (\$249.50) equate to just over \$6 per week across the school year, or around \$8 per week including Other Contributions.

At CEPS, we go beyond the standard Department of Education curriculum to offer rich and engaging programmes in Science, Physical Education, and the Arts. Curriculum Contributions are vital in maintaining specialist equipment, hands-on learning materials, and modern technologies that make learning meaningful and enjoyable. Your support directly benefits every student.

Please find attached the schedule for voluntary financial contributions for 2026. Payments can be made from Term 1, 2026. No curriculum contribution payments are required in 2025.

Please note that your booklist (stationery order) must be completed separately from Parent Payments. You will soon be receiving the 2026 booklist and more information about the School List Service through Officeworks, please look out for this in the coming weeks.

Thank you for your continued support and for your contribution to your child's education at Cheltenham East Primary School.

Yours sincerely

Robert Ridgway
Principal

Hayley Rogers
School Council President



2026 Year 4 Curriculum Contributions

Curriculum Contributions		Amount
items and activities that students use, or participate in, to access the Curriculum		
	<p>General</p> <ul style="list-style-type: none"> · Classroom consumables (\$30) construction materials, cover paper, sticky tape, blu tack, grips, highlighters, board games, educational toys, classroom libraries and readers. <p>Specialists</p> <ul style="list-style-type: none"> · Visual Arts (\$30) paint, crayons, canvas, glitter, coloured paper, glue, card, wool, material, wood, beading. · Italian (\$5) workbooks, pencils, crayons, glue sticks, craft materials. · PE/Sport (\$20) sports equipment replacement and maintenance. · Science (\$30) craft materials, supplies for experiments, cooking ingredients, gardening supplies, sustainability consumables. · Library (\$10) books, library system. · Music (\$5) instruments. 	\$130
	<p>Digital and online subscriptions for learning</p> <ul style="list-style-type: none"> · Mathletics (\$13.50) · Compass (\$20) 	\$33.50
	<p>Digital Technologies</p> <p>provision and upkeep of classroom Chromebooks and iPads.</p>	\$66
	<p>Assessments</p> <p>PAT English and Maths (Department funded for 2026).</p>	
	<p>Photocopying and Printing</p> <p>worksheets and learning materials.</p>	\$20
	<p>Total Curriculum Contributions</p>	\$249.50

Other Contributions

for non-curriculum items and activities

Amount



Student Wellbeing Programs and First Aid

- CEPS Kids are Friendly Kids, Zones of Regulation.
- Band aids, sick bags, saline, general first aid supplies.
(Please nominate an amount, suggested \$25 per family).

\$25

School grounds maintenance and improvements

(Please nominate an amount, suggested \$50 per family).

\$50

Student Assistance

- Contributions help the school to provide extra-curricular items and activities to families due to demonstrated financial hardship.
(Please nominate an amount, suggested \$10 per family).

\$10

Total Other Contributions

\$85

Educational items for students to own

individual student booklist items



Officeworks

- Attached is an information sheet from Officeworks with a link to a stationery list of items that the school recommends you purchase for your child to use in the classroom. Stationery orders must be completed by 5th January 2026 to ensure delivery by Term 1.

Extra-Curricular Items and Activities

Amount



Cheltenham East Primary School offers a range of 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. Details of these items and activities will be provided to students and families throughout the year. Please ensure payment is made to the school by the dates requested for your child to participate.

Optional Incursions

To be scheduled, e.g., African Drumming (approx. \$13), Bricks 4 Kids (approx. \$28)
NB: Not all these activities are confirmed, and some may change. Costs are approximate.

\$TBC

Optional Excursions

To be scheduled, e.g., Scienceworks (approx. \$32), Learn to Swim Program (approx. \$150)
NB: Not all these activities are confirmed, and some may change. Costs are approximate.

\$TBC

Optional Camp

Phillip Island Camp (approx. \$385), dates, further details and costings to be provided in 2026.

\$TBC

Total Extra-Curricular Items and Activities (approx. \$608)

\$TBC



TOTALS

Amount

Curriculum Contributions

\$249.50

Other Contributions

\$85.00

Educational items for students to own

Officeworks booklist (order and pay separately).

Extra-Curricular Items and Activities

*approximate figure only. To be paid when activities published on Compass.

\$608.00*

TOTAL VOLUNTARY CONTRIBUTIONS

PAY VIA FAMILY ACCOUNT ON COMPASS, Term 1 2026

\$334.50



Financial Support for Families

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

- the Camps, Sports and Excursions Fund which provides payments for eligible students to attend camps, sports, and excursions for eligible healthcare card holders.
- State Schools Relief which provides financial support for eligible families to purchase clothing/uniforms at a reduced rate.
- Individual payment plans are available, on request 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 Naomi Smith, Business Manager on 03 9583 5746, or email: naomi.smith4@education.vic.gov.au.

Payment methods

Department of Education guidelines mandate that schools are unable to provide parents with a statement of fees. All information regarding financial contributions will be communicated through Compass with reminders via the parent portal.

There is a choice of payment options available through the school:

- Compass (preferred method)
- EFTPOS facility (at the school office or over the phone).

Further information regarding payments will be made available via Compass at the commencement of the 2026 school year. No payments are required in 2025.

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.

Get ready for **Back to School 2026** with Officeworks School List Service

We are delighted to announce that your school has chosen to partner with Officeworks for your 2026 booklist requirements.



Please scan the QR code to watch our [quick how-to video](#), or follow the below steps to complete the booklist process for your student/s for 2026.

How to Order:

1. Go to the School List Service officeworks.com.au/booklist
2. Search and select your student's state, school and year level.
3. Enter your student's name, set your location for either Delivery or Click & Collect, and review the booklist determined by your school. You can change quantities, colours, or remove an item entirely. Only order what you need for the new school year.
4. Once you're ready, hit the "Add selected to cart" button. You can now add any extra items to your cart from the Officeworks website, such as lunchboxes or drink bottles.
5. Choose Home Delivery or Click & Collect.
6. Pay for your order.



We have flexible delivery and payment options to suit your needs.



Deliver to door, or pick up in store.

With home delivery and free Click & Collect you can pick the option that suits you.



You can buy now, pay later.

Officeworks offers a variety of payment methods for your convenience.

Additional information & key dates:

- The School List Service is available from **3 November 2025 – 1 February 2026**.
- Place your order before **5 January 2026** to ensure delivery by Term 1.
- **School List Service prices are available online only and not applicable in-store.**
- Items can be ordered beyond of the School List Service period (3 November 2025 - 1 February 2026) at Officeworks' then current everyday low prices.
- Raise separate orders for each student's school list if separate packing is required, otherwise all ordered items will be consolidated.
- Direct any queries relating to Voluntary Contributions to your school.
- If an item is not in stock when ordering, a substitute product will be offered. If an item becomes unavailable after ordering, it will be cancelled, and an email notification and refund will be issued.
- Visit [officeworks.com.au/contact-us](https://www.officeworks.com.au/contact-us) for any queries.

Delivery offer:

- Orders >\$65 in metro locations are delivered free of charge. For full delivery terms and conditions please refer to [officeworks.com.au/delivery](https://www.officeworks.com.au/delivery).