CHELTENHAM EAST PRIMARY SCHOOL

2027 Year 1
Parent Contributions



For more information, contact

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

Table of Contents

3 Official Department of Education Communication

4 Voluntary Contributions

4 Extra-Curricular Items and Activities

5 Learning Materials for Students to own

5 Financial Support for Families

5 Payment methods

6 Refunds

7 Department of Education Parent Contributions 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.

Dear Parent/Guardian

This letter provides information about voluntary contributions you can make to support Cheltenham East 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.

Cheltenham East 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: Naomi Smith – Business Manager, 9583 5746, naomi.smith4@education.vic.gov.au

If you need an interpreter, please contact 03 9605 3053 and give our school's phone number 03 9583 5746. 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.

Yours sincerely

Robert Ridgway
Principal

Kelly Applebee
School Council President

CHELTENHAM EAST PRIMARY SCHOOL 2027
PARENT CONTRIBUTIONS ARRANGEMENTS

Voluntary contributions

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.	$450.00	$[parent/carer to complete]

Extra-curricular items and activities

Cheltenham East 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

We have provided indicative costs of known extra-curricular items and activities below.

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

Extra-curricular items and activities (TBC)	Indicative cost	Confirmed cost (where known)	Parent/carer to select
Science incursion	**$20**	**$TBD**	
Ripponlea Mansion excursion	**$35**	**$TBD**	
Melbourne Zoo excursion	**$50**	**$TBD**	
Total Extra-curricular Items and Activities	**$105**	**$TBD**	

Learning materials for students to own

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.

Cheltenham East Primary School has an arrangement with the following supplier for the materials that you can buy: Officeworks

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, please see the recommended list attached.

Financial help for families

Cheltenham East 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
- Secondhand uniform sales throughout the year

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:

Naomi Smith – Business Manager
Ph: 9583 5746 | Email: naomi.smith4@education.vic.gov.au

Payment methods

Voluntary contributions are to be made via Compass.

If you want to make voluntary contributions throughout the year, you can:

- decide when to make each contribution
- choose the amount of each contribution.

If you would like to pay for extra-curricular items and activities through instalments, please use the payment plan/s that will be set up on Compass when the items and activities are confirmed.

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 of Education's Parent Contributions policy and guidance, Financial Help for Families policy, and any other relevant information.

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.

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.

FINANCIAL HELP FOR FAMILIES

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

Schools must publish their Parent Contributions arrangements on their school website, along with a link to the department's Parent Contributions policy.

Get ready for Back to School 2027 with Officeworks School List Service

We are delighted to announce that your school has chosen to partner with Officeworks for your 2027 booklist requirements.

Please follow the below steps to complete the booklist process for your student/s for 2027.

How to Order:

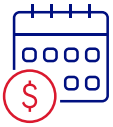
1. Go to School List Service officeworks.com.au/app/school-list-upload/
2. Search and select your student's state, school and year level.
3. Enter your student's name, set your location for either Delivery or Click & Collect, and review the booklist determined by your school. You can change quantities, 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.

Shop with ease using Officeworks School List Service

officeworks

Additional information & key dates:

- The School List Service is available November 2026 - 1st of February 2027.
- Place your order by 4th of January to ensure delivery by Term 1.
- **School List Service prices are available online only and not applicable in-store.**
- 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.
- Orders >$65 in metro locations are delivered free of charge. For full delivery terms and conditions please refer to officeworks.com.au/delivery
- 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 for any delivery/order related enquiry.