



# Williamstown North Primary School - 1409

8 December 2025

Dear WNPS Families,

Williamstown North Primary School is looking forward to another great year of teaching and learning and would like to advise you of WNPS 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. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students.

At Williamstown North Primary School, the generous support of our families plays a vital role in enabling us to provide high-quality educational opportunities. Your voluntary contributions help us fund essential learning programs and ensure the ongoing maintenance and improvement of our school buildings and grounds.

Without these curriculum and other voluntary contributions, we would be unable to offer the rich, engaging and safe learning environment that our community values. As a non-profit organisation, Williamstown North Primary School relies on additional financial support to bridge the gap between the funding allocated by the Department of Education and Training through the Student Resource Package and the actual cost of operating the school to the standard we strive for.

We want to thank you for all your support, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Further information on the Department's Parent Payment Policy, please see the overview attached.

Kind regards,

Richard Buckingham  
Principal

Elissa Gale  
School Council President

## Curriculum Contributions – items that students use to access the Curriculum

Prep – Year 2 Curriculum Contributions	Amount
<p><i>Classroom consumables, materials &amp; equipment</i></p> <ul style="list-style-type: none"> <li>• Specialist Program Materials, Equipment (Performing Art, Visual Arts, Physical Education, STEM &amp; Japanese)</li> <li>• Mathematics &amp; English – books, materials</li> <li>• Library – shared classroom curriculum resources</li> <li>• Printing and photocopying of worksheets and learning materials</li> <li>• ICT support, supplies and use of shared classroom sets</li> </ul> <p><i>Including a Curriculum Pack that is prepared on your behalf by a commercial supplier. Considerable time has been spent selecting the most appropriate requisites and seeking the best bulk purchase option for the school.</i></p>	\$280
Online subscriptions including Assessing Writing, Dibels, Times Table Rock Stars, Essential Assessments Numeracy and Prodigy Maths	\$30
<b>Total Prep – Year 2 Curriculum Contributions</b>	<b>\$310.00</b>

Year 3 - 5 Curriculum Contributions	Amount
<p><i>Classroom consumables, materials &amp; equipment</i></p> <ul style="list-style-type: none"> <li>• Specialist Program Materials, Equipment (Performing Art, Visual Arts, Physical Education, STEM &amp; Japanese)</li> <li>• Mathematics &amp; English – books, materials</li> <li>• Library – shared classroom curriculum resources</li> <li>• Printing and photocopying of worksheets and learning materials</li> <li>• ICT support, supplies and use of shared classroom sets</li> </ul> <p><i>Including a Curriculum Pack that is prepared on your behalf by a commercial supplier. Considerable time has been spent selecting the most appropriate requisites and seeking the best bulk purchase option for the school.</i></p>	\$290
Online subscriptions including Assessing Writing, Dibels, Times Table Rock Stars, Essential Assessments Numeracy and Prodigy Maths	\$30
<b>Total Year 3 - 5 Curriculum Contributions</b>	<b>\$320.00</b>

Year 6 Curriculum Contributions	Amount
<p><i>Classroom consumables, materials &amp; equipment</i></p> <ul style="list-style-type: none"> <li>• Specialist Program Materials, Equipment (Performing Art, Visual Arts, Physical Education, STEM &amp; Japanese)</li> <li>• Mathematics &amp; English – books, materials</li> <li>• Library – shared classroom curriculum resources</li> <li>• Printing and photocopying of worksheets and learning materials</li> <li>• ICT Support and supplies</li> </ul> <p><i>Including a Curriculum Pack that is prepared on your behalf by a commercial supplier. Considerable time has been spent selecting the most appropriate requisites and seeking the best bulk purchase option for the school.</i></p>	\$320
Online subscriptions including Assessing Writing, Dibels, Times Table Rock Stars, Essential Assessments Numeracy and Prodigy Maths	\$30
<b>Total Year 6 Curriculum Contributions</b>	<b>\$350.00</b>

**Other Contributions** - Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

Other Contributions	Amount
<b>Digital Technologies Contribution</b> Digital technologies including programs, maintenance, resources and consumables that compliment student education and learning. The functionality and connectivity of all iPads, laptops and netbooks greatly enriches the learning opportunities for all students as they forge their capabilities as digital learners. In addition, our technician will continue to co-ordinate digital technologies across the school.	<b>\$100</b>
<b>Health &amp; Wellbeing Contribution</b> Health and wellbeing, including programs, preventative and responsive resources and consumables enable us to provide a holistic approach to supporting student's health and wellbeing and promotes links between the school community and the broader local community.	<b>\$75</b>
<b>Building Fund Contribution *</b> Money from the Building Fund makes a very important contribution in helping to maintain all buildings and facilities to a high standard, so that the learning environment for your child/ren is inviting for them every day. We undertake an annual painting program every year as well as addressing the extensive compliance requirements set by DET, WorkSafe and OH&S.	<b><i>\$100 or amount chosen by payee</i></b>

\* Tax Deductable

### Payment Options

Williamstown North Primary School accept parent payments through the following methods:

- Compass
- Credit Card (via general office)
- BPAY (details available upon request)
- Cash

### Extra-Curricular Items & Activities (Excursions/Incursions/Camps and Events)

Camps, incursions, and excursions are communicated to families via Compass throughout the school year. Detailed information, including costs, consent forms, and due dates, is provided well in advance of each activity. All camp, incursion, and excursion budgets are reviewed and approved by School Council prior to being distributed to families to ensure transparency and alignment with Department of Education financial policies.

### Refund Policy

The school recognises that students may occasionally be unable to attend an activity or program due to illness or other unforeseen circumstances. Refund requests will be considered on a case-by-case basis.

A valid medical certificate must be provided to support the refund or credit request. Refunds are not guaranteed and will depend on individual circumstances, including whether final numbers have already been confirmed with suppliers or external providers, as costs may have been incurred on behalf of the student. In such cases, full or partial refunds may not be possible.

## Financial Support for Families

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

<b>Camps, Sports and Excursion Fund (CSEF)</b>	<p>Eligible families may receive government funding to assist with the cost of camps, sports, and excursions. Applications for CSEF can be made through the school office.</p> <p><a href="#">Camps, Sports and Excursion Fund   Policy</a></p>
<b>State Schools Relief (SSR)</b>	<p>State Schools' Relief provides assistance to families experiencing financial hardship by supplying essential items such as school uniforms, footwear, and other educational resources. The school can assist families with making applications to State Schools' Relief.</p> <p><a href="#">State Schools Relief   Policy</a></p>
<b>Payment Plans &amp; Flexible Payment Arrangements</b>	<p>The school offers flexible payment arrangements to assist families in managing education-related expenses. These may include payment plans or scheduled instalments, developed in consultation with the Business Manager.</p>

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

**Darcie Brown (Business Manager)**

Ph: 03 9397 5722 | Email: [darcie.brown@education.vic.gov.au](mailto:darcie.brown@education.vic.gov.au)

# 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.