



# Albion Primary School

## PARENT PAYMENT ARRANGEMENTS

Dear Parent/Guardian/Carer Giver,

Albion Primary School looks forward to another year of teaching and learning and would like to advise you of its voluntary financial contributions for 2026.

Schools provide students with free tuition/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 Albion Primary can offer the best possible education and assistance for our students. We want to thank you for all your support, whether that is through fundraising or volunteering your time. This makes a huge difference to our school and the programs we can offer.

Within our school this support has helped us to organise and coordinate extensive resources for inside and outside teaching and learning programs. It has allowed us to continue to update reading texts in both the library and home reading areas to reflect interests and passions of our students. We have been able to add new material for teachers to use to support the learning of your children. Your support has provided resources for whole school programs including science, and wellbeing programs. Our specialist programs in The Arts (Visual Art and Music), Physical Education, Library and Auslan benefit from your contributions to assist us with the purchasing of IT, sports, art and musical equipment to keep these programs running. The continued improvements of our lovely grounds have been supported through our combined efforts. Funds raised were used to purchase new major appliances for the canteen so we can provide the occasional school lunch and cooking activities for students. Your support with the contributions is essential in being able to provide the learning opportunities that fosters our belief in developing the whole child – academically, socially and emotionally as we continue to ‘aim high’.

Learning and teaching programs reflect our school’s priorities, decisions and resources. Albion Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for parents.

The parent payment arrangements were approved by school council at its November meeting.

For further information on the Department’s Parent Payment Policy, please see the one-page overview attached.

### Payment Methods

Payments may be made via Compass (school management system), with Electronic Funds Transfer (EFT), EFT Point of Sale (EFTPOS), or cash at the school office.

## Financial Support for Families

Parents who have a current Health Care or Pension card with each named Albion student on it, as from the first day of term one 2026, are eligible for the Camps, Sport and Excursion Fund (CSEF). CSEF is used to help cover the costs of school extra-curricular activities. This amount is \$400 per child for 2026.

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

- Alternative payment plan arrangements (for e.g., contribution instalments)
- Any remaining School Saving Bonus funds
- State Schools' Relief
- Sunshine Court Fund
- Local community groups
- Second hand and donated uniforms

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

- Diane Donoghue, Business Manager – Email: [Diane.Donoghue@education.vic.gov.au](mailto:Diane.Donoghue@education.vic.gov.au);
- Adrienne Williamson, Principal – Email: [Adrienne.Williamson@education.vic.gov.au](mailto:Adrienne.Williamson@education.vic.gov.au) ;
- Andrea Murray, Assistant Principal – Email [Andrea.Murray@education.vic.gov.au](mailto:Andrea.Murray@education.vic.gov.au) or
- Jann Turner, Student Wellbeing Coordinator – Email: [Jann.Turner@education.vic.gov.au](mailto:Jann.Turner@education.vic.gov.au)

or call 9311 1325 to arrange an appointment.

## 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 Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information. Payments made to school are banked efficiently. The school does not hold cash on the premises so to refund a cash payment with cash is often not possible. Generally, we will not be able to refund payments made for items purchased or costs that have been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment. Where funds paid to the school by parents/guardians have not been made to a third party, the payment can be allocated to a future school event that the child will participate in. In other circumstances, a refund may be given via EFT to a parents' nominated bank account.

Sincerely,



Adrienne Williamson  
Principal



Adam Bird  
School Council President

## PARENT CONTRIBUTIONS – ALL YEAR LEVELS

The tables below provide parents with information regarding contribution payments. Please note that the *actual cost* to the school for the items below is \$675.00 per child. However, the school is requesting an amount much less as the contributions from parents:

Curriculum Contributions (items and activities that students use, or participate in, to access the curriculum)	Contribution request per child
Books, stationery, curriculum consumables and equipment for classroom programs	\$90.00
Books, stationery, curriculum consumables and equipment for specialist programs (Visual Art, Physical Education, Library, Auslan)	\$20.00
ICT devices – provision of devices from shared classroom sets	\$50.00
Software subscriptions for student use at school and home	\$20.00
Printing and copying of learning materials	\$10.00
<b>TOTAL CURRICULUM CONTRIBUTIONS</b>	<b>\$190.00</b>
Other Contributions (for non-curriculum items and activities)	Contribution request per child
School Sports Victoria student membership (all students)	\$2.00
Parent communication tools (e.g., Compass, E-News)	\$30.00
Student wellbeing programs	\$10.00
First Aid and hygiene costs and equipment	\$8.00
Library maintenance and enhancement	\$5.00
School grounds maintenance and improvements	\$5.00
<b>TOTAL OTHER CONTRIBUTIONS</b>	<b>\$60.00</b>
	<b>TOTAL</b>
	<b>\$250.00</b>

For families with three or more children, the contribution request for the third and subsequent child/children will be \$200 per child.

### Extra-Curricular Items and Activities

Albion Primary School offers a range of optional items and activities that are additional to the delivery of the standard curriculum. These items and activities are designed to broaden the school experience for your child. These items and activities will be charged for prior to the actual activity. The prices listed next are approximate to provide parents with an idea of costs involved.

Extra-Curricular Items and Activities (optional items and activities)	Approximate Amount per child
Camps, excursions and onsite activities will be scheduled during 2026. The cost of these events will be advised throughout the year. They vary depending on venue and activities undertaken. Costs can range from \$5 (for onsite activities) to \$450 for year 5/6 camps.	<i>To be advised</i> 2026 year 5/6 camp \$270 (approx.)
Swimming and water safety program – 10-day program (N.B. 7 lessons paid as part of the curriculum) 3 additional lessons and transport to and from lessons	\$75 (approx.)
Transport to interschool sport for year 5/6 students in terms one and two (varies due to number of away games on fixtures)	\$25 per term (approx.)
School events (for e.g., graduation, fundraising events, special lunches). Costs vary depending on event, venue and activities undertaken. The cost of these events will be advised throughout the year. They can vary from \$1 to \$100	<i>To be advised</i>
School Photos (varies depending on your choice of photo pack)	\$40 (average)
Year 6 top (students fund raise to subsidise the cost of the tops)	\$40 (approx.)

### School Uniform

At Albion Primary School, uniform is compulsory. As you have chosen Albion Primary School for your child, you are accepting the uniform policy and that your child will wear the school uniform including an approved hat.

Uniform Items	Amount per item
Short sleeved polo shirts (navy or white) with school logo – child/adult size	28.00/32.00
Long sleeved polo shirts (navy only) with school logo	30.00
Navy windcheater with school logo – child/adult size	27.00/33.00
Navy polar fleece jacket with school logo – child/adult size	43.00/47.00
Navy track pants	22.00
Unisex shorts	19.00
Blue and white checked school dress	21.00
School hat with school logo – flap cap/slouch hat	13.00/15.00

Curriculum items to be organised, annual forms to be checked and completed, uniform purchases and contributions can be made on:

**Tuesday 27<sup>th</sup> January 2026 from 12:30pm – 3:15pm or**

**Wednesday 28<sup>th</sup> January 2026 from 9:30am – 3:15pm**

Contributions and payments may be made via Compass (school management system), EFT anytime or by EFTPOS or cash at the school office on any school day, including above dates.

Health Care/Pension Card holders – New parents to the school will need to complete an application form and bring their card so we can take a copy of it in order to access CSEF funding for your child.

# 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 does not 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.