

Mount Evelyn Primary School

33 Monbulk Road
Mount Evelyn Vic 3796
Ph: 9736 2233 Fax: 9736 4727
Email: mount.evelyn.ps@education.vic.gov.au
www.mtevelynps.vic.edu.au



Dear Parents/Carers,

Mount Evelyn Primary School is looking forward to another great year of teaching and learning in 2026 and would like to advise you of the school's Essential Educational Items and Voluntary Financial Contributions schedule for 2026.

For 2026, we will once again partner with Office National (Ross Office Supplies) to coordinate our Student Pack ordering and collection of money for Curriculum Contributions and Other Contributions.

This service will again offer the flexibility for parents to order less, or more stationery if required. There is also the option for home delivery or for packs to be distributed to students at school. Please find the details outlining dates and the process for ordering attached to this letter.

Payment is made through the Office National site – the flyer with full instructions is attached to this letter. Alternatively, parents/guardians are welcome to source and purchase **identical** items themselves from alternative suppliers, and pay the Curriculum Contributions and Other Contributions directly to the school office. Please note that 100% of monies collected for Curriculum Contributions and Other Contributions goes to the school.

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

Within our school this support has enabled us to ensure that our buildings and grounds are maintained at the highest possible standard, the playgrounds are inviting and enjoyed by all, and the digital infrastructure and devices are reliable and accessible by all.

For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Yours sincerely,
Craig Patterson

Craig Patterson
School Council president

Trevor Vass

Trevor Vass
School Principal

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Classroom consumables, materials and equipment</i> <ul style="list-style-type: none"> • Art – specialised paper for-drawing, painting, creating collage. Dyes, inks, water colours and acrylic paint. Clay underglaze and glaze, oil pastels, chalk pastels, textas, pencils, various glues, collage items including feathers, eyes, wool tops, felt, chenille stems, wire, popsticks, cardboard shapes, beads, threads, glitter, canvas, various wires, foil, foam printing sheets, Colour Slicks, Posca pens, Paper Magiclay, plaster fabric, felting wool, acetate sheets, raffia, mosaic tiles, texture paint \$50 • STEM (science, technology, engineering and mathematics) resources \$15 • English materials including book boxes \$25 • Sports – equipment \$5 • Drama and Music classroom materials \$5 	\$100
<i>ICT Devices –this technology contribution assists with the cost of technology in the school - hardware, software, digital learning devices. This contribution also assists with the upkeep and upgrading of digital learning devices, subscriptions to providers etc.</i>	\$50
<i>Printing and photocopying of worksheets and learning materials</i>	\$50
Total Curriculum Contributions	\$200
Other Contributions - for non-curriculum items and activities	Amount
<i>First aid equipment</i>	\$10
<i>School grounds maintenance and improvements (in lieu of working bees)</i>	\$20
Tax deductible contributions	
<i>Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</i>	\$10
<i>Library fund. A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.</i>	\$10
Total Other Contributions	\$50
Total Amount	\$ 250

Educational items for students to own

For a list of items that the school recommends you purchase from Ross Office Supplies for your child to individually own and use, please follow the information on the attached sheet. From 2026 you will notice that four novels have been added to the stationery items for all students in years 3-6. The students will study these exemplar texts in depth as part of their literacy studies. Having their own copies means students can engage with the text directly. You will not receive the texts as part of your stationery packs as the school will buy them in bulk and then distribute them to students who have purchased them as part of their order. **The stationery packs range from approximately \$80-\$135 depending on year level requirements, including the four novels.**

Financial Support for Families

We understand that some families may experience financial difficulty and offer a range of support options, including:

- the Camps, Sports and Excursions Fund
- State School's Relief
- Financial Assistance from our "financial hardship fund" for families experiencing hardship

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Trevor Vass on 9736 2233.

Payment methods

Credit card, BPay, direct deposit or cash

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, the school's refund 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.