

Keilor Heights Primary School

Aspire

Respect

Resilience

Responsibility

No. 4877

Dear Parents & Carers,

Keilor Heights Primary School is looking forward to another great year of teaching and learning and would like to advise you of our 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, parent contributions continue to provide an important and critical source of funding which enables us to supply the resources necessary to maximise successful delivery of our learning programs. The ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you all for your support, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we offer.

Within our school this support has allowed us to purchase and maintain items such as:

- Art, craft, cooking & science supplies
- Literacy & classroom libraries
- IT support materials
- Classroom resources & materials
- Grounds improvement & upkeep
- Library supplies & books

For further information on the Department's Parent Payments policy please see an overview attached.

Yours sincerely

Victoria Graham
Principal

Scott Douglas
School Council President



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Financial Support for Families

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

- CSEF (Camps, Sports & Excursion Fund)
- Individual payment plans for extra-curricular items & activities
- State Schools' Relief

For a confidential discussion about accessing these services or if you would like to discuss alternative payment arrangements please contact our Business manager, Tania Legate.

Email: keilor.heights.ps@education.vic.gov.au or phone 9336 1739.

Payment Methods

Payments can be made via the following methods:

- Cash or credit card payment at the office
- Direct deposit into the school bank account – please include your child's name in the reference
 - Commonwealth Bank
 - BSB: 063 093
 - Account Number: 1000 2824
 - Account Name: Keilor Heights Primary School

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.



Curriculum Contributions – items and activities that students use, or participate in, to access the curriculum	Amount
Classroom consumables, materials & equipment • Class reference materials & resources • Art & Craft supplies • Science & cooking ingredients • IT support materials	\$120
Online subscriptions • Compass • Maths 300 • Study Ladder • Soundwaves • Cyber Safety Project Program • Essential Assessments	\$60
Foundation – Year 2 – provision of devices from shared classroom sets	\$25
Curriculum Contributions Suggested Total:	
Foundation – Year 2	\$205
Years 3 – Year 6	\$180
Other Contributions – non curriculum items and activities	Suggested Amount
Library supplies	\$10
Student Wellbeing program	\$10
School grounds maintenance & improvements	\$30
General Contribution <i>Amounts listed above are suggestions only. You may alternatively choose to make a general contribution of any amount to support improvements to the school programs and grounds.</i>	\$ _____
Tax Deductible Contributions	
Building Fund. A tax-deductible contribution to support renovations, upgrades & maintenance of school infrastructure.	\$ _____
Total Amount	
Foundation – Year 2 per student	\$ _____
Year 3 – Year 6 per student	\$ _____
Any additional contribution	\$ _____
Total Amount	\$ _____

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.



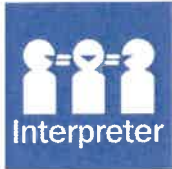
SCHOOL PROCESSES

- 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.

VOLUNTARY CONTRIBUTIONS POLICY



Keilor Heights Primary School



Help for non-English speakers

If you need help to understand the information in this policy, please contact Keilor Heights Primary School at keilor.heights.ps@education.vic.gov.au.

RATIONAL

- The quality and variety of educational programs offered by our school are enhanced if government funds are supplemented by voluntary contributions from parents.

AIMS

- To provide high quality learning opportunities that cater for the needs of all students.

POLICY

Consistent with the Education & Training Reform Act 2006, our School Council supplements Department of Education funds by seeking voluntary financial contributions from parents and guardians.

- School Council will make clear distinctions between voluntary contributions and those materials and services which parents are required to pay, so that parents are not confused regarding the voluntary nature of the contributions.
- School Council requests for voluntary contributions will be kept to a reasonable level and within the expectations and capacity of the school community.
- School Council will provide all parents with information detailing the purposes for which voluntary contributions are being collected.
- School Council will request voluntary financial contributions in Term 4 of the previous year as part of its parent payment schedule, and a reminder will be sent to parents in Term 1 of the following year if contributions have not been forthcoming. No other reminders or contact will be made with parents regarding voluntary financial contributions.
- As with all parent payments to the school, School Council will provide opportunities for all parents wishing to make voluntary contributions but are experiencing financial difficulties to enter into alternative and confidential arrangements with the Principal.

- Unpaid voluntary financial contributions do not constitute outstanding debts. No collectors of any type, including debt collectors, will be used to obtain funds from parents or students.
- The school's proportion of each eligible parent's CSEF will not be used for the payment of voluntary contributions.
- Voluntary contributions are not compulsory, and students whose parents have not paid voluntary contributions will not be treated differently from those who have contributed. Similarly, the public identification of students or their parents who have paid or not paid voluntary contributions will not occur.
- The Principal will ensure that all staff are aware of this policy and adhere to it.

EVALUATION

School Council will review the level and purpose of voluntary financial contributions annually, and in doing so will be consistent with any advice or instruction received from DET.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on school website
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library (PAL):

<https://www2.education.vic.gov.au/pal/parent-payment/policy>

POLICY REVIEW AND APPROVAL

Policy last reviewed	08-10-25
Consultation	[consultation for this policy is not mandatory]
Approved by	Principal
Next scheduled review date	2026 (Every Year)