WOODVILLE
PRIMARY SCHOOL

November 4th 2026

Dear Parent / Carers,

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

Woodville 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 links included). For a confidential discussion about how to access the financial help available, please contact: Ms Sharni Wallace, Principal 9749 2770.

Please see the following page regarding suggested "Learning materials for your child to own - Booklist items". Woodville Primary School has an arrangement with wincschools.com.au if you wish to purchase these for your child's individual use. Full details are attached to this letter.

If you need an interpreter, please contact 03 9605 3053 and give our school's phone number 9749 2770. 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

SHARNI WALLACE
Principal

CRAIG WOODING
School Council President

Success for everyone, in everything, every day.

33-57 Warringa Crescent, Hoppers Crossing VIC 3029
t 9749 2770 | f 9748 9870 | e woodville.ps@education.vic.gov.au | w woodvilleps.vic.edu.au

WOODVILLE 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 parent choses to contribute
Voluntary contributions to enhance our school's range of programs, resources and environment.	$130.00	$

Extra-curricular items and activities

Woodville 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
- class photos
- social events like formals.

Once extra-curricular items and activities are confirmed, families will be provided with full information including a participation permission slip and associated costs.

Payment for extra-curricular items and activities, once confirmed, can be made in full upon receipt of the paperwork or payments can also be made via instalment.

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. Woodville Primary School has an arrangement with the following supplier for the materials that you can buy: WINC

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 go to wincschools.com.au attached is the recommended list. This is also available to be accessed via the school website: www.woodvilleps.edu.au

Financial help for families

Woodville 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
- Second hand uniform sales when available. A Compass alert will be sent to all families.

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: Ms Sharni Wallace, Principal via telephone: 9749 2770 or Email: Woodville.ps@education.vic.gov.au

Payment methods

Woodville Primary School accepts CASH and EFT Payments either in person at the office or via the telephone.

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

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

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, and any other relevant information.

VICTORIA State Government | Department of Education

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.