



November 5th, 2025

Dear Parent/Guardian,

RE: ESSENTIAL EDUCATIONAL ITEMS: GRADE FOUR 2026

We are looking forward to a great year of teaching and learning and would like to advise you of Woodville Primary School's voluntary financial contributions for GRADE FOUR 2026.

Schools provide students with free instruction to fulfil the standard curriculum requirements 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.

We want to thank you for your support, whether that is through contributing to the voluntary financial contributions, fundraising or volunteering your time. This makes a huge difference to our school and the programs we can provide such as a wider offering of subjects, special curriculum experiences and enhanced digital learning opportunities. Your contributions also support us to ensure our resources and equipment are well maintained and of the best possible quality.

Woodville Primary School purchases a variety of subscriptions to online learning platforms to support the learning of all students (ie; English & Mathematics programs). Families can make a voluntary contribution towards these programs which can also be accessed by students at home (please see overpage for full details).

Parents/carers are asked to purchase the supplies for their own child for the 2026 school year. Further on in this letter is a list of the items we recommend be purchased from stationary company WINC for your child's personal use in the classroom.

There is a "WINC Parent Portal" where you can purchase the recommended items quite easily and at an extremely competitive price. **Place your order on, or before December 5th 2025 for free delivery to your home (do not use the school as delivery address).** Please be aware that if you do not choose to purchase the complete pack and your order is less than \$60 a delivery fee will apply during the free delivery period.

We strongly encourage everyone to place their orders as soon as possible to avoid delivery delays and children can then bring their book packs to school on day one of 2026.

<https://www.wincschools.com.au/>

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

Yours sincerely,

Ms Sharni Wallace
Principal

Ms Stefanie Bamford
School Council President

Financial Support for Families

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

- the Camps, Sports and Excursions Fund (CSEF) for eligible families holding Centrelink Healthcare or Pension Card
- State Schools Relief (SSR)
- Payment Plans for Extra-Curricular Items & Activities. (CSEF can be used for these)

Payment methods: Woodville Primary School invites you to make payment in person at the School Office by Cash or Credit Card. You are also welcome to pay via Credit Card over the telephone. BPay is not an option. Please contact the office if you have any questions regarding payment methods.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Ms Sharni Wallace (Principal) or Mrs Jodi Binion (Assistant Principal) Ph: 03 9749 2770 or email: woodville.ps@education.vic.gov.au

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Year Four Online Subscriptions for use at Home and School Maths & Literacy Programs	\$40
Year Four Specialist resources and equipment ie: STEM, Music, Art, Japanese & Physical Education	\$45
Year Four Laptops – provision of devices from the shared classroom sets	\$20
Total Curriculum Contributions	\$105
Other Contributions - for non-curriculum items and activities	Amount
School grounds maintenance and improvements	\$25
Total Other Contributions	\$25
Total	\$130

(Families are welcome to contribute any amount at any time of the year. For example: termly partial payments T1 \$35, T2 \$35, T3 \$30, T4 \$30)

Extra-Curricular Items and Activities – provided on a user-pays basis (eligible families can use CSEF)

Woodville Primary School offers a range of optional items and activities that enhance or broaden the experience of students and are above and beyond what the school provides to deliver the Curriculum. You will be notified of these activities/events as they are planned throughout the year and the costs associated, for example; School Camps, Incursions, Excursions, Interschool sport programs, Cultural Days and Educational Celebrations such as Literacy/Numeracy/Science Weeks & STEMFest.

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.

Success for everyone, in everything, every day.

33-57 Warringo Crescent, Hoppers Crossing VIC 3029

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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 standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- 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.

2026

Voluntary Financial Contribution Payment Advice:

*Please return this page to the office along with your payment details
(Please note you only need to complete this form once for your family)*

Your details	
FAMILY NAME	2026 Year Level
Student Name:	Year Level:
Student Name:	Year Level:
Student Name:	Year Level:
Student Name:	Year Level:
Student Name:	Year Level:
Student Name:	Year Level:

Total

Category	
Curriculum Contributions	\$
Other Contributions	\$

Please remember that you are welcome to make a one-off contribution at a time that suits your family or make partial payments throughout the school year.

Office Use Only:

Amount Paid: \$ _____

Cash / EFT / Other

Woodville Primary School, Hoppers Crossing, VIC

33-57 Warringa Ave, Hoppers Crossing, 3029



2026 Requirements List for Year 4 Your Access Key: 5SA9T

Please order online at wincschools.com.au

At Winc we want your child to have a strong start to the new school year, which is why we have worked with your school to make Back to School hassle free.

Ordering made simple.

We've made it quick and easy to order your child's new year requirements. Simply visit wincschools.com.au and follow these four steps.

1. Search for your school, Woodville Primary School, Hoppers Crossing, VIC and enter your school access key 5SA9T if required.
2. Complete the student's details and select Year 4.
3. Review your requirements list and make changes if required.
Please note: some list items have been denoted by your school as a prerequisite for the subject or year.
4. Proceed to checkout.
Please note: For home deliveries only, if you have more than one student at the same school, please repeat the above steps.

Once completed, an order confirmation will be sent to your email address.

Please note: Any technology items you order may be sent separately.

Deadlines and delivery information.

Home delivery:

Free Delivery: for orders placed on or before 5th December 2025;
\$12.95 delivery: for orders placed after 5th December 2025.

Orders placed on or before 19th December 2025, will have a guaranteed delivery before Term 1, 2026.
Orders placed after this date will be delivered as early as possible, and will endeavour to deliver before Term 1, 2026.

Please note: Orders under the value of \$60 (inc. GST), will incur a delivery fee.

Australia Post

Orders are delivered via Australia Post's eParcel service. As soon as your order is dispatched an email will be sent to let you know the Australia Post tracking ID Number. Your order can be tracked at auspost.com.au.

Note: PO Box addresses are not accepted by Australia Post.

Payment methods accepted



Have a question?

For assistance with your order, returns and refunds and delivery information, or for a general enquiry, please visit wincschools.com.au/helpcentre

To view our full terms and conditions, please visit wincschools.com.au/termsandconditions.

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winc.

Woodville Primary School, Hoppers Crossing, VIC

33-57 Warringa Ave, Hoppers Crossing, 3029



2026 Requirements List for Year 4

Your Access Key: 5SA9T

CODE	DESCRIPTION	QTY	PRICE	TOTAL
Requirements List				
Recommended Items				
25087043	Winc Document Wallet Polypropylene Button A4 Clear	2	\$0.43	\$0.86
25093476	Winc PVC Pencil Case 356 x 178mm 2 Zip Pouch	1	\$2.81	\$2.81
18894989	Westcott Student Antimicrobial Scissors 6 Inch Assorted Colours	1	\$1.64	\$1.64
25085640	Teter Mek Round Coloured Pencils Pack 12	2	\$1.20	\$2.40
25090928	Winc Minispace Scrapbook 167x245mm 100gsm Plain 64 Pages	1	\$0.65	\$0.65
10005235	Maped Shaker Pencil Sharpener 2 Hole Assorted Each	1	\$0.72	\$0.72
25095990	Staedtler Natural HB Pencil Each	10	\$0.39	\$3.90
25090934	Winc Megaspacer Scrapbook 335x245mm 100gsm Plain 64 Pages	2	\$1.16	\$2.32
25090790	Faber-Castell PVC Free Eraser White	2	\$0.28	\$0.56
25093466	Winc Exercise Book A4 14mm Thirds Red Margin 56gsm 64 Pages	10	\$0.83	\$8.30
25093506	Winc Exercise Book A4 10mm Grid 56gsm 48 Pages	4	\$0.72	\$2.88
25091175	Winc Manilla Document Wallet 30mm Gusset Foolscap Orange	2	\$0.61	\$1.22
86515086	Bostik Glue Stik 35g	6	\$2.30	\$13.80
25093627	Winc Polished Wooden Ruler 30cm	1	\$0.50	\$0.50
86565534	Staedtler Red Checking Pencil Each	2	\$0.39	\$0.78
87127129	Faber-Castell Fibre-Tip Coloured Markers Assorted Pack 12	1	\$2.30	\$2.30
25095934	Faber-Castell Textliner Ice Highlighter Chisel Tip Yellow	1	\$1.27	\$1.27
25073622	Cumberland 2026 Student Diary Spiral A5 Week to View	1	\$4.41	\$4.41
18960577	PaperMate Inkjoy Capped Ballpoint Pen Medium 1.0mm Blue Each	4	\$0.33	\$1.32
18680647	Winc Whiteboard Marker Bullet Tip 1.5-3.0mm Assorted Set 6	2	\$2.75	\$5.50
25095888	A3 Kraft Art Folio 250gsm	1	\$1.32	\$1.32
25095969	BIC Cristal Ballpoint Pen 1.0mm Tip Red Each	2	\$0.39	\$0.78
			Total:	\$60.24

Please order online at wincschools.com.au

