



Dear parents and carers,

Sunbury Heights Primary School is looking forward to another great year of teaching and learning and would like to advise you of our Curriculum Contribution (otherwise known as Parent Payments) arrangements which includes the Voluntary Financial Contributions for 2025.

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 and support for our students.

Within our school this support has allowed us to organise and coordinate the best possible programs outside of the traditional teaching and learning classroom structure. This includes and is not limited to:

- the purchasing of art, music, physical education, STEAM and Italian equipment and resources, which in turn, supports them to be exemplary programs
- Other programs which we can offer because of your contributions include House Spirit, Respectful Relationships, School Wide Positive Behaviours, Breakfast Club.
- Library Books and Class sets
- Maintenance of school buildings, grounds and gardens
- Employ Education Support Staff to provide Speech Therapy and other targeted literacy learning support extension and intervention programs
- Provide all students access to up-to-date iPads, laptops and devices for use in the classroom, without asking parents to purchase and provide these at their own cost.

Please find attached an overview of how your financial contribution will support our school.

Sunbury Heights want to thank you for all your support, whether that's through financial contributions, fundraising or volunteering your time. This not only contributes immensely to your child's education, but also towards the upkeep of our grounds and facilities to ensure we have a well-maintained school which our students can respect and be proud to be a part of.

Yours sincerely,

Laban Toose
Principal

Nicole Cameron
School Council President

Related DET policies

- [Parent Payments Policy](#)



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Educational items for students to own (Book Packs) • Writing, scrap and grid books • Pens, pencils, sharpeners, erasers, ruler, scissors • Display folders • Home reader diary	\$45
Classroom consumables, materials & equipment • Art/Music – paint, crayons, canvas, coloured paper, wood, wool, beading, sheet music • STEAM – equipment and devices – robotics, Lego education • Italian – mentor texts and class room materials • Mathematics – numeracy blocks, calculators, teaching resources, concrete materials • English – book boxes, guided reading books, take home readers • Sports – equipment, ribbons • Inquiry – mentor texts	\$45
Online Subscriptions • Reading Eggs • Soundwaves • Sunshine Online • Essential Assessments	\$24
Printing and photocopying of worksheets and learning materials	\$6
Other Contributions - for non-curriculum items and activities	Amount
Technology Fund – contribution to support our iPad and technology program	\$10
Student wellbeing programs and first aid equipment	\$10
Voluntary Contribution - school grounds maintenance and improvements	Amount
Suggested amount for 2025 - \$20 per student or \$50 per family Your child will not be disadvantaged if you do not make a voluntary contribution. All records of voluntary contributions are kept confidential as well as your decision about whether to make a contribution or not.	\$
Total Amount	\$

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

Educational items for students to own

These will be ordered by the school on your behalf and put in the classroom ready for your child to use when they return to school in Term 1.

Extra-Curricular Items and Activities – User Pays

Sunbury Heights offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis. Examples of these items and activities include excursions, incursions, camps, Swimming, Interschool Sports, Year 6 Jacket, House T-Shirts, Instrumental Music Program.



The costs for Extra-Curricular Items and Activities will be advised throughout the year as they arise.

Financial Support for Families

Sunbury Heights understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund (CSEF) for Health Care or Pension Card holders
- 50% discount of Curriculum & Other Contributions for eligible Health Care or Pension Card holders
- The establishment of the CentrePay scheme has been well accepted by our families and we encourage anyone who receives benefits and cannot pay in a lump sum to put this agreement in place
- Individual payment plans available, set up directly with the school
- State Schools' relief – helps with the cost of new school uniforms and shoes
- School Saving Bonus (SSB), a one-off payment of \$400 per student to be used for uniform, camps & excursions.

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

Liz Troost (Monday – Thursday) Ph: 03 9744 3377

Email: sunbury.heights.ps@education.vic.gov.au

Total

Category	
Curriculum Contributions	\$120
Other Contributions	\$20
Voluntary Contribution	\$20/\$50
TOTAL PAYABLE	

Preferred Payment Methods:

	DIRECT DEPOSIT EFTPOS Bpay	
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Transfers & 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.

If a family is exiting the school, within two weeks of their departure, the balance of their account (if in credit) will be either,

- Transferred to their new school
- Transferred to a bank account of their choice (please submit a request, complete with bank account details to sunbury.heights.ps@education.vic.gov.au, alternatively call the school directly to arrange reimbursement).

Any remaining CSEF will be transferred to their new school.

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

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.