November 2025

Dear Parents and Carers,

**Re: 2026 Parent Payments – Year 3 - 6**

Canterbury Primary School is looking forward to another great year of teaching and learning and would like to advise you of Canterbury Primary School's 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. However, Canterbury Primary School Council wants to provide your child/ren with more. Without the support of our families through your contributions (both Curriculum Contributions and Other Contributions) and fundraising, we could not provide the quality and range of educational programs and resources that you and the school expect for your child.

School Council makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

Thank you to all of those families who have made a contribution to our school, these funds have been gratefully received and allowed us to:

- Purchase a variety of take-home books for students in Prep – Year 2, providing greater variety and challenge, which was feedback received at Junior School Council in August.
- Improve library resources to better support the delivery of the Humanities Curriculum, specifically history and geography.
- Improve outdoor facilities, including a Junior School Playground, Fairy Garden and Senior Playspace.
- Deliver a well-resourced specialist program, which included whole-school house events, a junior school arts showcase, cooking program and a special Mothers' Day activity for all students in Prep – 6.
- Deliver a Year 5 & 6 Production, which involved more than 160 students. Funds received helped the school to pay for costumes, backdrops, props and sound equipment.
- Resource digital technology equipment and provide classrooms with access to an IT technician.
- Implement a comprehensive Makerspace and lunchtime club program from Prep – Year 6, with new robotic and coding equipment purchased, and sewing machines and 3D printers serviced.
- Maintain our buildings and grounds, including routine, urgent and planned maintenance tasks

**Payment methods**

Payments can be made online via Compass or by credit card at the school office from the start of the 2026 school year (29 January 2026) and **preferably before Friday 20 February 2026**. If paying at the school office, please enclose with payment the completed contribution schedule from Compass.

**Financial Support for Families**

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

- Camps, Sports and Excursions Fund
- Deferred Payment or the extension of payment deadlines for Extra-Curricular Items and Activities
- Flexible Payment Plans for Extra-Curricular Items and Activities
- Referral to government assistance programs & community organisations.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Sarah Hopcraft, Business Manager on 03 9836 4537 or via email sarah.hopcraft@education.vic.gov.au before 20 February, 2026.

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

Yours sincerely,

Carly Pluck
Principal

Danielle Armstrong
School Council President

| **Curriculum Contributions** - items and activities that students use, or participate in, to access the Curriculum | |
|---|---|
| **General classroom materials, equipment and quality learning resources** (e.g. shared classroom stationery, paper, posters, readers, etc).<br>Included in this cost, is stationery items **Please note, the school purchases these items in bulk at wholesale pricing.** | $130.00 |
| **Subject specific materials and equipment** (e.g. ingredients for Makerspace Kitchen, art classes and science experiments) | $150.00 |
| **Computer Programs**<br>● Storybox Library $2.30<br>● Quizizz $12.10<br>● CARS reading assessment $13.60<br>● iPad applications $7.00 | $35.00 |
| **Digital Learning Resources**<br>Contributions will be used to purchase technology equipment (ie: laptops, iPads, classroom TVs) and engage an IT Technician to provide high level IT support. | $170.00 |
| | **$485.00** |
| **Other Contributions -** for non-curriculum items and activities | |
| **Grounds**<br>*Contributions will be used to employ a person to manage and maintain grounds and facilities. This contribution also supports the work of the Buildings & Grounds Committee to improve facilities at working bees.* | $110.00 |
| **First aid**<br>*Contributions will be used to employ a full-time qualified First Aid Co-ordinator, who provides high level care and communication to families, and delivers professional learning for staff.* | $100.00 |
| **Student Management Platform**<br>*Contributions will be used to maintain the Student Management Platform (Compass is the school's current supplier).* | $18.00 |
| **Canterbury Parents' Association (CPA)**<br>*Annual family membership, and allows for voting rights at CPA meetings.* | $10.00 |
| | **$238.00** |
| **Tax deductible contributions** | |
| ***Building Fund.*** *A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.* | $75.00 |
| ***Library Fund****. A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.* | $25.00 |
| | **$100.00** |
| **Total Amount** | **$823.00** |

**Extra-Curricular Items and Activities**

Canterbury Primary School 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 and will be posted to Compass **as individual events and on a user-pays basis**.

**Refunds**

If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

# 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 | Other Contributions | Extra-Curricular Items and Activities |
|---|---|---|
| Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum. | Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives. | 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.