



## Donvale Primary School

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November 2025

Dear Parents/Guardians,

Donvale Primary School is looking forward to another great year of teaching and learning and would like to inform you of Donvale Primary School's voluntary financial contributions for 2026.

Schools provide students with free instruction to fulfil the *standard* curriculum requirements, and we want to assure you that all contributions are voluntary. We are deeply committed to providing every child with the highest quality education and a nurturing environment in which they can thrive. This commitment is made possible not only through government funding, but through the generous and ongoing support of our families.

Your contributions play a vital role in bridging the gap between government funding and the true cost of delivering our tailored, student-centred programs. These funds directly enhance the learning experience by allowing us to invest in enriched academic programs, innovative teaching resources, and dynamic initiatives that extend beyond the traditional classroom.

Your financial contributions ensure that our children have access to the tools and experiences they need to succeed. Together, we are building an exceptional learning environment—one that empowers every child to reach their full potential.

We invite you to review the recommended financial contributions schedule overleaf, which outlines how your support can continue to make a meaningful difference for your child/ren.

We offer a range of flexible payment options to suit different family circumstances, including a convenient 10-month instalment plan available via Compass. Every contribution—no matter the amount—is valued and appreciated and can be tailored to your family's individual situation.

For further details on the Department's Parent Payment Policy, please refer to the attached one-page overview.

Yours sincerely,

Michelle Rassias  
Principal

Leah Martini  
School Council President

## Donvale Primary School

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Resourcing Subject Areas</b> <ul style="list-style-type: none"> <li>Classroom consumables, materials and equipment – Bulk classroom stationery supplies</li> <li>Visual Arts – scrapbook, paint, clay, crayons, coloured paper, craft supplies</li> <li>LOTE – Mandarin – scrapbook, cultural materials and equipment</li> <li>Performing Arts – costumes, props, scripts, plastic pockets</li> <li>Mathematics – Numeracy learning equipment, calculators, stationery</li> <li>English – Literacy learning materials, readers, book boxes, class sets, novels</li> <li>Physical Education – ribbons, certificates, games, new sporting equipment</li> </ul>	\$140
<b>Digital and Online Subscriptions</b> <ul style="list-style-type: none"> <li>COMPASS student Management System</li> <li>Essential Assessment – Mathematics and English Subscriptions</li> <li>Seesaw</li> <li>Problemo</li> <li>Matharoo</li> <li>Pevan &amp; Sarah</li> <li>Decodable Readers Australia</li> </ul> <b>ICT Devices</b> <ul style="list-style-type: none"> <li>Student Device Provision and Management</li> <li>Maintenance of the server, WiFi network and iPad programs</li> </ul>	\$90
Printing and photocopying of worksheets and learning materials	\$20
<b>Whole School Events</b> <ul style="list-style-type: none"> <li>Multi-Cultural day</li> <li>Musical Performances</li> <li>Grandparents Day</li> <li>Art Show</li> <li>Education Week</li> <li>Science Week</li> <li>Book Week</li> </ul>	\$50
Student Reading Log – Foundation to Grade 2 Student Diary – Grades 3-6	\$10
<b>Sub Total</b>	<b>\$310</b>
Other Contributions - for non-curriculum items and activities	Amount
<ul style="list-style-type: none"> <li>Student Wellbeing programs – (School Wide Positive Behaviour Program)</li> </ul>	\$10
<ul style="list-style-type: none"> <li>First aid resourcing</li> </ul>	\$10
<ul style="list-style-type: none"> <li>School buildings/grounds maintenance and improvements</li> </ul>	\$60
<b>Sub Total</b>	<b>\$80</b>
<b>Total Amount</b>	<b>\$390</b>



## Donvale Primary School

Student's Name	Grade

### Total

Category	
Core Curriculum Contributions	\$310
Other Contributions – for non-curriculum items and activities	\$80
<b>Total Contribution</b>	<b>\$390</b>

Payments can be made in full or part payments as nominated by you, by the following methods:

- COMPASS – In Course Confirmation (this is our school's preferred option for all school payments)
- EFTPOS – over the phone or in person at the school office
- Credit Card or Cash – when you visit the school

- 1) Pay in FULL
- 2) 10-month plan @ \$39 per month (February – November) – Available on Compass
- 3) For other part or plan options please see the office

*Thank you for your contribution to your child's learning environment for the 2026 school year.*

# Donvale Primary School

## Extra-Curricular Items and Activities

Donvale 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. These are provided on a user-pays basis. You will be advised of these as they are scheduled during the curriculum year. No payment is required at this time.

Extra-Curricular Items and Activities
Optional – Swimming Program
Optional – Gymnastics Program
Optional – Athletics Carnival
Optional – Grade 5/6 Interschool Sport Program
Optional – Grades 3-6 School Camps
Optional – Whole School Photos
Optional – Grade 6 Jackets
Other optional excursions, incursions and activities to be scheduled

## Financial Support for Families

Donvale 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) - \$400 in 2026
- State Schools Relief
- Payment Instalment Option for Extra-Curricular Items and Activities

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

Sandy Bryant

Business Manager

Ph: 03 9842 3373

Email: [sandra.bryant@education.vic.gov.au](mailto:sandra.bryant@education.vic.gov.au)

## Refunds

At Donvale Primary School 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.

Please refer to our refund policy for further information.

# Donvale Primary School

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## **PURCHASING STUDENT BOOK PACKS:**

In 2026 we will continue to use 'Melbourne Office Supplies' for parents to purchase their child's school book packs online.

This simplifies the process for you and ensures that all children bring to school consistent supplies and requisites. We have developed a specific 'Donvale PS parent portal' for you to be able to purchase your child's 2026 book pack. The portal will display the year level's booklist and the requirements for the children in these year levels. These booklists have been developed by our class teachers. Further information regarding the purchase of the book packs will be available soon.

Should you choose to purchase your child's school requisites from another third party, we ask that you please purchase items that are the same or similar to that listed on your child's booklist. We can assure you that we have made every effort to keep the cost of items and activities to a minimum and affordable for all parents. We have spent considerable time selecting the most appropriate requisites to meet the needs of our students.

All Prep – Grade 2 book packs will be delivered to the school in bulk in mid-January and will be distributed to the students by their classroom teacher as required.



# 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.