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253 Moe Willow Grove Road  
TANJIL SOUTH 3825

Telephone (03) 5160 1255  
tanjil.south.ps@education.vic.gov.au

Friday December 13, 2025

Dear parent/guardian,

Tanjil South Primary School is looking forward to another great year of teaching and learning and would like to advise you of the school's 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. We want to thank you for all your support, whether that's through fundraising or volunteering your time. Any contribution makes a difference to our school and the programs we can offer.

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

Yours sincerely,



Jason Horton



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<ul style="list-style-type: none"> <li>Classroom consumables, materials &amp; equipment</li> <li>Program subscriptions</li> </ul>	\$80 or (\$40 subsequent children)
Other Contributions - for non-curriculum items and activities	Amount
<i>Student wellbeing programs</i>	\$10
<i>School grounds maintenance and improvements</i>	\$10
<b>Total Amount</b>	<b>\$100.00 (\$60)</b>

#### Educational items for students to own

The school will provide basic supplies at the start of the year however below is a list of items that you may wish to purchase from a stationary supplier for your child to individually own and use.

- Coloured pencils – thick ones for junior students.
- Coloured water based felt-tipped pens (textas)
- Blue and red ballpoint pens for grades 3-6 students.
- glue sticks
- pencil sharpener and pencil eraser

#### Other items for students to own

Below is a list of other items parents will need to provide for their child(ren):

- School bag
- Lunch box/bag/container
- Drink bottle that the student is able to refill independently
- Hat (see Uniform Information)
- Suitable footwear for play, sport and wet weather (no open toe or slip on shoes)

#### Extra-Curricular Items and Activities

Tanjil South 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.

#### Financial Support for Families

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

- the Camps, Sports and Excursions Fund

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

Jason Horton Ph: 03 5160 1255 | Email: [tanjil.south.ps@education.vic.gov.au](mailto:tanjil.south.ps@education.vic.gov.au)

**Total**

Category	
Curriculum Contributions	\$80
Other Contributions	\$20
Extra-Curricular Items and Activities	\$0

**Payment methods**

Payments can be made at our office on Monday or Tuesday Mornings, sent to school in a sealed envelope with student name, payment purpose and amount enclosed clearly marked on the outside, Direct deposit can be made by calling the office on 5160 1255 for details.

**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.

**REVIEW**

<b>Author</b>	Jason Horton	<b>Version number</b>	Version 3
<b>Approved By</b>	School Council	<b>Date implemented</b>	13 / 12 / 2024 DD / MM / YYYY
<b>Approval Authority</b>	_____ Signature DD / MM / YYYY		
<b>Responsible for Review</b>	Principal		
<b>Review Date</b>	November 2025		
<b>Distribution</b>	Staff Handbook, Parent Information Booklet, Website,		

# 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.