Keysborough Primary School
SCHOOL COUNCIL

2026 PARENT PAYMENT CONTRIBUTION - FOUNDATION

28 October 2025

RE:

Dear Parents & Carers,

Keysborough Primary School is looking forward to another great year of teaching and learning and would like to advise you of our 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. 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. This has made a huge difference to our school and the programs we can offer.

Within our school, your support will allow us to re-equip classrooms with new and engaging learning resources that directly support students' academic growth. We will be able to expand learning experiences across classrooms and specialist programs, including the introduction of new reading texts and greater access to digital technologies such as VR (Virtual Reality) tools in 2026.

Attached are the following documents for your reference:

- 2026 Parent Payment Schedule for your child's year level
- List of Payment Methods
- Department of Education's Parent Payment Policy Overview
- List of your child's year level Book Pack

Book Packs can be collected prior to the start of the school year on the following dates:

DATE	TIMES
Thursday 22 January 2026	9:30am to 3:30pm sharp
Tuesday 27 January 2026	9:30am to 3:30pm sharp

TO PICK UP YOUR STUDENT'S BOOK PACKS, YOUR PAYMENT NEEDS TO BE RECEIVED BY THE SCHOOL BEFORE PICK UP. This will significantly speed up the handover of the book pack on collection day. Please refer to page 3 of this notice for details on how to pay.

With your support, we look forward to another great year at Keysborough Primary School.

Yours faithfully,

Natalie Jones-Pinkett
PRINCIPAL

Andrea Shields
SCHOOL COUNCIL PRESIDENT

2026 PARENT PAYMENT SCHEDULE - FOUNDATION

CURRICULUM CONTRIBUTIONS – Items and activities that students use or participate in to access the Curriculum.	AMOUNT
BOOK PACK Stationery and equipment for student use in the classroom. All of these supplies are purchased and owned by the family. A list of the book pack items will be included.	$80.00
GENERAL CLASSROOM This is the provision of resources deemed necessary for students to learn the curriculum. This is for the provision of resources in the student's home group classroom. This will include: - Photocopying costs (including paper) - Class sets of textbooks - Class sets of learning games/activities - Class library books	$50.00
ONLINE LEARNING TOOLS Licenced online self-paced resources for students (eg Mathletics, Sunshine Online).	$40.00
PROGRESSIVE ACHIEVEMENT TESTING (PAT) Testing that tracks and provides information on the progression of each student in literacy and numeracy.	$12.00
SPECIALIST- VISUAL ART Resources that are utilised in the Art program: - Paint - Craft paper - Craft and 3D visual materials - Art textbooks	$30.00
SPECIALIST – PERFORMING ART Resources to support our Performing Arts program, including community art initiatives, artistic movement and performance	$20.00
SPECIALIST – ENGAGE WITH ASIA Resources that are utilised in the Engage with Asia program: - Culturally specific items - Items to support activities to promote appreciation of culture and language	$15.00
SPECIALIST – DIGITECH RESOURCES Resources that are utilised in the Digitech program: - Robotics equipment/components - Visual Reality resources and instruction - Provision of internet safety e-Learning - Provision of class software for design and programming.	$50.00
SPECIALIST – SUSTAINABILITY Resources that are utilised in the Sustainability program: - Plants, seeds, mulch, organic fertiliser - Inquiry activity resources - Garden implements for student use	$10.00
SPECIALIST – PHYSICAL EDUCATION Resources that are utilised in the Physical Education program: - Equipment such has cones, nets, balls, gym resources	$10.00
TOTAL CURRICULUM CONTRIBUTIONS	**$317.00**

2026 PARENT PAYMENT SCHEDULE

OTHER CONTRIBUTIONS – For non-curriculum items and activities	AMOUNT
GROUNDS & ENVIRONMENT Contribution for enhancements to our grounds and outdoor facilities *(Suggested contribution - $20.00 - $50.00 - $100.00)*	$_____.____
FIRST AID RESOURCES Contribution to improve the facilities in our first aid room. *(Suggested contribution - $20.00 - $50.00 - $100.00)*	$_____.____
STUDENT WELLBEING Contribution to enhance and expand our student wellbeing program. *(Suggested contribution - $20.00 - $50.00 - $100.00)*	$_____.____
TOTAL OTHER CONTRIBUTIONS	**$_____.____**

PAYMENT SUMMARY

CONTRIBUTION CATEGORY		AMOUNT
Curriculum Contributions	Book Pack & Curriculum Resources **(Requested amount is $317.00)**	$_____.____
Other Contributions		$_____.____
TOTAL PAYMENT		**$_____.____**

PAYMENT METHODS

PLEASE INDICATE YOUR PAYMENT METHOD AND MAKE YOUR PAYMENT. CASH IS NOT ACCEPTED.

☐		Biller Code: 87361 Bill Reference No: This can be supplied by our Admin Team
☐		Payments can be made using your Mastercard or Visa card at the school office during Term 4 2025.

REFUNDS

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. All refund requests are to be made in writing and addressed to the Principal. 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 Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.

OFFICE USE ONLY

STUDENT NAME		ST		DF	

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.

BOOK PACK CONTENTS - FOUNDATION

PRODUCT	QUANTITY
CLIPBOARD A4 ACRYLIC FLAT CLIP - CLEAR	1
CRAYONS CRAYOLA 12'S TWISTABLE	1
DISPLAY BOOK A4 20PKT REFILLABLE CLEAR COVER / BLACK BACK	1
DOCUMENT WALLET PP BUTTON CLOSURE A4 L/S CLEAR	1
DOCUMENT WALLET SLIMPICK BLUE	1
GLUE STICK STAEDTLER 36GM	4
LABELS PERSONALIZED ASSORTED SIZE AND COLOURS PK (A4 SHEET)	1
MARKER FABER CONNECTOR WALLET 12	1
MARKERS WHITEBOARD ARTLINE SUPREME ASSORTED PK 4	3
PENCIL LEDE PREMIUM JUMBO TRI GRIP HB (FSC 100%)	10
PENCILS COLOURED MICADOR JUMBO TRIANGULAR 5MM LEAD PK12	1
RULER PLASTIC WITH FINGER GRIP 30CM	1
SCISSORS STAEDTLER NORRIS CLUB SAFETY 14CM	1
SCRAP BOOK CONTRAST COLORFUL CRITTERS 100GSM 64PG	8
WHITEBOARD DOUBLE SIDED A4 MAGNETIC - DOTTED THIRDS/PLAIN	1
WHITEBOARD ERASER - MAGNETIC MINI	1