



School No: 755  
1 Dicker Street  
Gordon, Victoria, 3345  
Ph 53 689223  
Email: Gordon.ps@education.vic.gov.au

Dear parent/guardian,

Gordon Primary School is excited for another year of teaching and learning! We want to inform you of our voluntary financial contributions for 2025.

While schools provide free instruction to meet the Victorian curriculum, we want to emphasise that all contributions are voluntary. Your ongoing support plays a crucial role in helping us deliver the best possible education and resources for our students. We truly appreciate your efforts, whether through fundraising or volunteering, as it significantly enhances our school community and programs.

With this support, we have broadened our curriculum offerings and special experiences, improved digital learning opportunities, and upgraded our facilities. This includes Beachy's Shed, a new playground, refreshed classrooms, Before and After School Care, enhancements to our library, and various other improvements

For further information on the Department's Parent Payments Policy please see page 4 for an overview.

Yours sincerely,

*Russel Cowan*

*J Bonar*

**Russel Cowan**  
**Principal**

**Jason Bonar**  
**School Council President**

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Prep Subscriptions</i> Lexile Reading Subscription	\$10.00
<i>Prep Levies</i> STEM Levy – Class materials Wood, Science, Maths	\$70.00
<i>Prep Class Assessment Programs</i> Open Parachute, Essential Assessment, MCLASS Assessment	\$45.00
<b>Other Contributions</b> - for non-curriculum items and activities	Amount
<i>School grounds maintenance and improvements – any amount would be appreciated.</i>	\$
<b>Total Amount</b>	\$

**GORDON 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.

#### Extra-Curricular Items and Activities

<b>Extra-Curricular Items and Activities</b>	Amount	Purchase (Please tick)
Other optional Prep camps and excursions to be scheduled	TBA	
<i>Prep Additional Requests</i> Pencil case (Please bring your own) Art Smock (Please bring your own) Gordon Primary School hat (available from the office)	\$15.00	
<b>Total Extra-curricular Items and Activities</b>		\$

#### Educational items for students to own

Attached is a list of items (booklist) that the school recommends you purchase from Campion Education for your child to individually own and use.

**Your child's booklist is attached. Please read it carefully and select all items that are required for 2025**

**These include Kluwell Home Reading Diary, Handwriting Rules Year F.**

**(These are listed at the bottom of the booklist, but are not included in Option A, and can be paid for at the same time.)**

<b>Student Details:</b>
Name:
Grade in 2025:

## Payment methods

BPay - please contact the school for your reference number.

Cash – pay at the office

Direct Deposit – contact the school for details

EFTPOS – pay at the office

## Financial Support for Families

GORDON PRIMARY SCHOOL understands that some families may experience financial difficulty and offers a range of support options, including:

- **CAMPS, SPORTS AND EXCURSION FUND (CSEF)**

CSEF will be provided by the Victorian Government to assist eligible families who hold a Health Care or Pension Card and Veterans Affairs Gold Card, to cover the costs of school excursions, camps and/or sporting activities.

- **CENTREPAY** - If you receive a regular payment from the government e.g. health care card, pension card, sole parent, foster parent or Veterans Affairs Gold Card. you are eligible to set up a fortnightly deduction to go towards your child/rens school costs – booklist, excursions and camps. **There is no charge to you for using Centrepay.**

**How Deductions are set up** - A Customer can set up a Deduction in a number of ways:

Via their Centrelink online account, via MyGov, using the Express Plus Centrelink mobile app or by contacting the Agency. **The minimum Deduction amount for Centrepay is \$10.**

**Please quote:** 555134861B

**Business Name:** GORDON PRIMARY SCHOOL

Please 'Go to [servicesaustralia.gov.au/centrepay](https://servicesaustralia.gov.au/centrepay) for more information' or Freecall **1800 044 063**

- **CHILD CARE SUBSIDY**

The Child Care Subsidy helps eligible families with the cost of outside school hours care, vacation care and registered care.

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy>

- **THE SMITH FAMILY**

The Smith Family helps disadvantaged Australian children to get the most out of their education, so they can create better futures for themselves. For further information please go to:

<http://www.thesmithfamily.com.au/what-we-do/our-work/at-school>

If you would like to discuss alternative payment arrangements e.g. regular payment plans please contact:

The Business Manager

Ph: 03 53689223

Email: [Gordon.ps@education.vic.gov.au](mailto:Gordon.ps@education.vic.gov.au)

## 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.

# 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.