



Windsor Primary School Council

09/02/2026

Dear parent/guardian,

Windsor Primary School is looking forward to another great year of teaching and learning and would like to advise you of Windsor Primary School's voluntary financial contributions of \$410 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 want to thank you for all your support, whether that is through contributions, fundraising or volunteering your time. Although contributions are voluntary, they are crucial to Windsor Primary School's capacity to provide supplies, equipment and programs we offer for your child.

We are currently planning for next year, and hope students get to experience all the excursions and activities they love in 2026. Now is the time to think about school financial contributions for 2026, as this helps the school buy supplies for the new school year.

What does the education department cover?

The Department of Education and Training pays for teachers and administration staff, and the land on which our school building sits. Also, it's paid for our wonderful upgrade. But there are a lot of educational basics that government funding does not cover.

What do your financial contributions cover?

All schools ask parents to contribute money towards the cost of stationary, online teaching tools, art supplies like paints and pencils, and sports equipment. On the next page you will find a detailed list of what the **Curriculum Contribution's** pay for.

Can you put in a little more to help the school?

You will also find a list of **Other Contributions**. You get to choose specifically where these voluntary contributions go to improve whatever part of the school is most important to you. You can focus on one area or spread it around. And some areas are tax deductible, so hang onto your receipt.

Do these contributions include excursions or camps?

No. We'll let you know when you must pay for these. **If you have an eligible concession card**, you can apply for \$400 paid for by the state government's Camps, Sports and Excursions Fund (CSEF). You'll need to do this early next year as applications open Term 1 and close at the end of Term 2. CSEF applications can be obtained from the school office.

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

Yours sincerely,

Principal - Peter Seddon

School Council President – Lucy Battersby

Other Contributions

Library – Books and literature for students to borrow, and literature activities including Book Week activities.

Music Program – internal music program for every class, lunchtime sessions, vocal ensemble program and the band program. Funding helps pay for both the equipment that children use and the music teacher, whose salary is not covered by the Department of Education.

Digital Technologies - devices including laptops and iPads, headphones, charging cords, robots, STEM learning equipment and mechanical equipment that is crucial to 21st Century learning.

Welfare – Helping the school to cover excursion costs and school fees of students whose families cannot because money is tight. Windsor Primary School does not leave anyone behind. This section also goes towards emergency meals for students who turn up to school without breakfast or lunch.

Grounds – maintaining and improving the school's physical environment. This includes outdoor drinking fountains, cleaning, playgrounds, general gardening, outdoor learning areas, and our artificial turf sports ground.

First Aid – First aid supplies and training for staff to deal with medical emergencies. The cost of maintaining a clean sick bay area with medical supplies for sick or injured students.

Building Fund – Remember this one for tax time. The Windsor Primary School Building Fund is used exclusively for acquiring, building and maintaining buildings and anything fixed to the buildings. This includes things like carpet, plumbing, toilets and sinks, the playgrounds, alarm systems, and painting. If you want to help improve how the school looks, this is the place to donate to. Donations to the school building fund are tax deductible.

Out of School Hours Care Program/Breakfast Club Activities – Helping the school to cover 2026 OSHC/Breakfast Club Activities running costs.

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables, materials & equipment - General Classroom Materials - classroom stationary, paper, posters/charts, craft items, classroom libraries, readers \$130.00 - Art – paint, crayons, canvas, glitter, coloured paper \$28 - Sciences – \$15 - Mathematics – numeracy blocks \$20 - Literacy – book boxes, class sets \$30 - Investigations \$20 - Lote - \$10 - Music – books, equipment \$10 - Health & Physical Education – Stationary, equipment, health & teacher resources \$15 - Food Tech - \$20	\$298.00
Online Subscriptions - Math Active \$1 - Literacy Pro & Literacy Library \$17 - Teach Starter \$2 - Little Learners Love Literacy \$24	\$44.00
ICT Devices – provision of devices from the shared classroom sets	\$53
Printing and photocopying of worksheets and learning materials	\$15
TOTAL CURRICULUM CONTRIBUTIONS	\$410.00
Other Contributions - for non-curriculum items and activities 9 (Please insert payment amount)	Amount
Digital Technologies	\$
Library	\$
Student wellbeing programs	\$
First aid equipment	\$
Music	\$
School grounds maintenance and improvements	\$
Out of School Hours Care Program	\$
Tax deductible contributions	
Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$
Total Amount	\$

Category	
Curriculum Contributions	\$410.00
Other Contributions	\$
Total Contributions	\$

Extra-Curricular Items and Activities

Windsor 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

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

- the Camps, Sports and Excursions Fund
- *Emergency Relief Information and Referrals to outside agencies.*

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

Michelle Homberg

Ph: 03 9521 3711 | Email: Windsor.ps@education.vic.gov.au

Payment methods

Windsor Primary School welcomes payments by cash, BPay, Direct Debit, the EFTPOS machine at the front office, or credit card. Feel free to let the office know if you want to pay in instalments.

Student Name.....Class.....

Credit Card \$..... (amount) Call [\(03\) 9521 3711](tel:0395213711) to provide details over the phone or fill out below
OR

Cash \$..... (amount enclosed)

OR

BPay Call the office to request payment details.

OR

EFTPOS - please drop by the office at any time!

(Credit Card payments)

Master Card or Visa Card (circle one)

Name of Cardholder:_____

Card Number:_____

Expiry Date:____/____/____

Signature:_____

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

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.