



November 2025

Dear Parents & Guardians,

Hawthorn West Primary School is looking forward to another wonderful year of teaching and learning, and we would like to advise you of our voluntary financial contributions for 2026. While schools provide free instruction to deliver the standard Victorian Curriculum, we want to reiterate that all contributions are critical to offering the current learning programs and activities that we do.

The ongoing support of our families is vital in enabling us to offer the highest-quality educational experiences for our students. Hawthorn West is committed to ensuring equity for all learners, and the most effective way to achieve this is for the school to purchase essential resources on behalf of students using Parent Payments.

Your contributions help us to:

- Provide engaging learning materials to support the Literacy and Numeracy programs
- Ensure access to contemporary digital learning tools and programs
- Enhance our Specialist Learning Programs through the purchase of specialised equipment
- Offer a range of curriculum-based extracurricular opportunities

We would also like to thank parents and guardians who are able to contribute to our tax-deductible Building and Library Trusts. These funds help us maintain an extensive library collection and ensure our playground remains engaging and well cared for.

A one-page overview of the Department's Parent Payments Policy is attached for your reference. For 2026, we have applied only a minimal increase to the requested payments.

Families may choose to make payments in full or set up a four-instalment plan via Compass. Our Business Managers, Sally Waller and Tania Finocchiaro, are also available to discuss alternative payment arrangements if required.

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'N. Smith'.

Nerida Smith
PRINCIPAL

A handwritten signature in blue ink, appearing to be 'G. Lorenzetti'.

Gabriella Lorenzetti
SCHOOL COUNCIL PRESIDENT



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum – FOUNDATION and GRADE 1 & 2	Amount
Classroom consumables, materials & equipment for Foundation and Grade 1 & 2 Students <ul style="list-style-type: none"> • Classroom consumables – scrapbooks, paint, crayons, canvas, glitter, coloured paper • Single subject (Visual Art, STEM, PE, Japanese, Music) consumables and resources. • Numeracy – learning resources (dice, counters, measuring materials etc.) • Inquiry learning consumables • Literacy - learning resources (Phonics resources, reading materials, dictionaries, big books.) • Sports – equipment 	\$330.00
Online subscriptions <ul style="list-style-type: none"> • Mappin • Essential Assessment • Maths Space • Sora (Library) • eBooks: Bug Club, Epic, Story Box 	\$45.00
ICT devices – provision of contemporary ICT tools for shared use in classrooms.	\$125.00
Curriculum Events – (To be charged as they occur) <ul style="list-style-type: none"> • Curriculum Excursions and Incursions related to the classroom learning program • Swimming Program for Grade 1 & 2 • Additional Sports Activity - Foundation • Whole School Events 	\$205.00
TOTAL CURRICULUM CONTRIBUTIONS	\$705.00
Curriculum Events – to be pay on attendance	\$205.00
Total payable February 2026	\$500.00

Other Contributions - for non-curriculum items and activities	Amount
Student wellbeing programs – SEA Program (School Savings Bonus)	\$35.00
Total Other Contributions	\$35.00

Tax deductible contributions	
Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$100.00



Library fund. A tax-deductible contribution to support book purchase and other equipment to ensure an engaging	\$50.00
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Extra-Curricular Items and Activities – provided on a user-pays basis

Hawthorn West Primary School offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum.

Extra-Curricular Items and Activities	Amount
School Camp – costing to be provided well in advance of camp.	NA
Total Extra-Curricular Items and Activities	NA

Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities

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

Sally Waller/Tania Finocchiaro (Business Manager)

Ph: 03 98182233 | Email: Sally.Waller@education.vic.gov.au Tania.Finocchiaro@education.vic.gov.au

Total

Category	Totals
Curriculum Contributions	\$500.00
Other Contributions <i>(Non-tax deductible)</i>	\$35.00
Building and Library Fund <i>(Tax-deductible)</i>	\$150.00
Curriculum Events – to be paid on attendance	\$205.00
Total	\$890.00



Payment methods

Payments will be available via the Compass Portal early in 2026. Your contributions can be made in a one payment or in four instalments. These options are set up in Compass.

Should you wish to pay directly please contact the school's front office on 9818 2233, or you are welcome to attend in person.

Alternatively, should you wish to make a direct payment the school bank details are:

BSB: 033-050

Account Number: 64-8148

Name: Hawthorn West Primary School Official Account

Reference: Name of your Child and Class

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 Payments 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 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.