



## PARENT PAYMENT ARRANGEMENTS FOR 2025

Dear Parents and Carers,

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

Within our school, this support has allowed us to offer a wide variety of curriculum experiences including BluEarth, Stephanie Alexander Kitchen Garden, and Digital platforms such as Literacy Planet, Mathletics, Sunshine Online and Storybox.

**Your contributions can be made from December 2024 by returning the completed form to your child's classroom teacher.**

From 2025 all Book Packs will be distributed to Prep – 6 students on the first day of school. This means **parents do NOT need to collect book packs during the holidays.**

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

Kind regards,

Natalie Cummaudo  
Acting Principal

Stephen Pighin  
School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Year 5 Stationery Items</b>  4034454 PICTOR GLUE STICK LARGE 36G CLEAR PVP x 2 EACH 4000154 PICTOR PREMIUM GRAPH BOOK 10MM 70GSM 48 PAGE A4 SUN x 2 EACH 4000185 PICTOR MEGA SPACE BUDDIES SCRAPBOOK 100GSM 64 PAGE 330 X 240MM x 1 EACH 7074480 ARTLINE MARKER SUPREME FINELINE 0.4mm BLACK x 2 EACH 4181039 TARGETING HANDWRITING VIC YEAR 5 STUDENT BOOK x 1 EACH 7033178 PAPERMATE PEN INK JOY 100 BALLPOINT MED RED x 1 EACH 7048556 EXPO MARKER WHITEBOARD BULLET BLACK x 2 EACH 4000031 PICTOR PREMIUM EXERCISE BOOK FEINT RULED 8MM 70GSM 96 PAGE A4 EARTH x 4 EACH 4052620 STAEDTLER 526 C20 SCHOOL ERASER LARGE x 2 EACH 4001601 PICTOR DELUXE BLUE HANDLE STUDENT SCISSORS 165MM x 1 EACH 7007061 STAEDTLER PENCIL TRADITION HB x 5 EACH 4679079 DOMS FULL SIZE COLOUR PENCILS BOX 12 x 1 PACK 7071236 DOCUMENT WALLET PP W/BUTTON CLEAR x 1 EACH 7071792 RULER 30cm METRIC CLEAR x 1 EACH 7096658 PAPERMATE PEN INK JOY 100 BALLPOINT MED BLUE x 1 EACH 4001366 PICTOR TWO HOLE SHARPENER APOLLO WITH CANNISTER x 2 EACH 4001434 PICTOR PENCIL CASE A5 MESH POUCH 260 200mm CLEAR x 1 EACH 7001388 INITIATIVE REPOSITIONAL NOTES 76 X 76MM YELLOW x 1 EACH 7052748 FABER CASTELL CONNECTOR PEN ASSORTED 12 x 1 PK12 4105010 VCOP LITERACY HIGHLIGHTERS ASSTD COLOURS WLT4 x 1 7097796 STAEDTLER PENCIL CORRECTION RED x 1 EACH 7107389 INITV NOTEBOOK A5 200PG SIDE OPEN x 1 EACH	\$70.00
<b>Year 5 Online Subscriptions</b> <ul style="list-style-type: none"> <li>• Literacy Planet <b>\$15.00</b>, Sunshine Online <b>\$6.50</b>,</li> <li>• Mathletics <b>\$16.50</b>, Essential Assessment (My Numeracy) <b>\$12.00</b></li> <li>• Seesaw <b>\$15</b>, &amp; ICT services JAMF <b>\$15</b></li> </ul>	\$80.00
<b>Sub Total</b>	<b>\$150.00</b>
<b>Other voluntary contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<i>School grounds maintenance and improvements</i>	\$
<b>Total Amount</b>	<b>\$</b>

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Year 6 Stationery Items</b>  4034454 PICTOR GLUE STICK LARGE 36G CLEAR PVP x 1 EACH 4000154 PICTOR PREMIUM GRAPH BOOK 10MM 70GSM 48 PAGE A4 SUN x 1 EACH 4000185 PICTOR MEGA SPACE BUDDIES SCRAPBOOK 100GSM 64 PAGE 330 X 240MM x 1 EACH 7074480 ARTLINE MARKER SUPREME FINELINE 0.4mm BLACK x 2 EACH 4010161 TARGETING HANDWRITING VIC YEAR 6 STUDENT BOOK x 1 EACH 7033178 PAPERMATE PEN INK JOY 100 BALLPOINT MED RED x 2 EACH 7048556 EXPO MARKER WHITEBOARD BULLET BLACK x 2 EACH 4000031 PICTOR PREMIUM EXERCISE BOOK FEINT RULED 8MM 70GSM 96 PAGE A4 EARTH x 4 EACH 4052620 STAEDTLER 526 C20 SCHOOL ERASER LARGE x 2 EACH 4001601 PICTOR DELUXE BLUE HANDLE STUDENT SCISSORS 165MM x 2 EACH 7007061 STAEDTLER PENCIL TRADITION HB x 6 EACH 4679079 DOMS FULL SIZE COLOUR PENCILS BOX 12 x 1 PACK 7071236 DOCUMENT WALLET PP W/BUTTON CLEAR x 1 EACH 7071792 RULER 30cm METRIC CLEAR x 1 EACH 7096658 PAPERMATE PEN INK JOY 100 BALLPOINT MED BLUE x 2 EACH 4001366 PICTOR TWO HOLE SHARPENER APOLLO WITH CANNISTER x 2 EACH 4001434 PICTOR PENCIL CASE A5 MESH POUCH 260 200mm CLEAR x 1 EACH 7001388 INITIATIVE REPOSITIONAL NOTES 76 X 76MM YELLOW x 1 EACH 7052748 FABER CASTELL CONNECTOR PEN ASSORTED 12 x 1 PK12 4105010 VCOP LITERACY HIGHLIGHTERS ASSTD COLOURS WLT4 x 1 7107389 INITV NOTEBOOK A5 200PG SIDE OPEN x 1 EACH	\$70.00
<b>Year 6 Online Subscriptions</b> <ul style="list-style-type: none"> <li>• Literacy Planet <b>\$15.00</b>, Sunshine Online <b>\$6.50</b>,</li> <li>• Mathletics <b>\$16.50</b>, Essential Assessment (My Numeracy) <b>\$12.00</b></li> <li>• Seesaw <b>\$15</b>, &amp; ICT services JAMF <b>\$15</b></li> </ul>	\$80.00
<b>Sub Total</b>	<b>\$150.00</b>
<b>Other voluntary contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<i>School grounds maintenance and improvements</i>	\$
<b>Total Amount</b>	<b>\$</b>

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Year 3 Stationery Items</b>  4000161 PICTOR PREMIUM GRAPH BOOK A4 10MM 96 PAGE NEPTUNE x 2 EACH 7007061 STAEDTLER PENCIL TRADITION HB x 10 EACH 4679079 DOMS FULL-SIZE COLOUR PENCILS BOX 12 x 1 PACK 4000093 PICTOR PREMIUM EXERCISE BOOK DOTTED THIRDS 14MM 70GSM 96 PAGE A4 GALAXY x 2 EACH 4000185 PICTOR MEGA SPACE BUDDIES SCRAPBOOK 100GSM 64 PAGE 330 X 240MM x 3 EACH 4010158 TARGETING HANDWRITING VIC YEAR 3 STUDENT BOOK x 1 4052620 STAEDTLER 526 C20 SCHOOL ERASER LARGE x 2 EACH 7074480 ARTLINE MARKER SUPREME FINELINE 0.4mm BLACK x 2 EACH 4001601 PICTOR DELUXE BLUE HANDLE STUDENT SCISSORS 165MM x 2 EACH 7049367 RULER WOODEN 300MM x 1 EACH 4001373 PICTOR 2 HOLE METAL SHARPENER x 1 EACH 4034454 PICTOR GLUE STICK LARGE 36G CLEAR PVP x 2 EACH 4000451 PICTOR PREMIUM A4 48 PAGE PROJECT BOOK 14MM PLAIN/DOTTED THIRDS 70GSM SAGITTARIUS x 3 EACH 4001434 PICTOR PENCIL CASE A5 MESH POUCH 260 200mm CLEAR x 1 EACH 7051933 ARTLINE MARKER WHITEBOARD SUPREME BLACK x 6 EACH 7029981 FABER-CASTELL 2001 TRIANGULAR GRIP HB x 4 EACH 7052748 FABER CASTELL CONNECTOR PEN ASSORTED 12 x 1 PK12 7001388 INITV NOTES 76x76mm YELLOW x 2 EACH	\$70.00
<b>Year 3 Online Subscriptions</b> <ul style="list-style-type: none"> <li>• Literacy Planet <b>\$15.00</b>, Sunshine Online <b>\$6.50</b>,</li> <li>• Athletics <b>\$16.50</b>, Essential Assessment (My Numeracy) <b>\$12.00</b></li> <li>• Seesaw <b>\$15</b>, &amp; ICT services JAMF <b>\$15</b></li> </ul>	\$80.00
<b>Sub Total</b>	<b>\$150.00</b>
<b>Other voluntary contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<i>School grounds maintenance and improvements</i>	\$
<b>Total Amount</b>	\$

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Year 4 Stationery Items</b>  4000161 PICTOR PREMIUM GRAPH BOOK A4 10MM 96 PAGE NEPTUNE x 2 EACH 7007061 STAEDTLER PENCIL TRADITION HB x 10 EACH 4679079 DOMS FULL-SIZE COLOUR PENCILS BOX 12 x 1 PACK 4000093 PICTOR PREMIUM EXERCISE BOOK DOTTED THIRDS 14MM 70GSM 96 PAGE A4 GALAXY x 2 EACH 4000185 PICTOR MEGA SPACE BUDDIES SCRAPBOOK 100GSM 64 PAGE 330 X 240MM x 3 EACH 4010159 TARGETING HANDWRITING VIC YEAR 4 STUDENT BOOK x 1 4052620 STAEDTLER 526 C20 SCHOOL ERASER LARGE x 2 EACH 7074480 ARTLINE MARKER SUPREME FINELINE 0.4mm BLACK x 2 EACH 4001601 PICTOR DELUXE BLUE HANDLE STUDENT SCISSORS 165MM x 2 EACH 7049367 RULER WOODEN 300MM x 1 EACH 4001373 PICTOR 2 HOLE METAL SHARPENER x 1 EACH 4034454 PICTOR GLUE STICK LARGE 36G CLEAR PVP x 2 EACH 4000451 PICTOR PREMIUM A4 48 PAGE PROJECT BOOK 14MM PLAIN/DOTTED THIRDS 70GSM SAGITTARIUS x 3 EACH 4001434 PICTOR PENCIL CASE A5 MESH POUCH 260 200mm CLEAR x 1 EACH 7051933 ARTLINE MARKER WHITEBOARD SUPREME BLACK x 6 EACH 7029981 FABER-CASTELL 2001 TRIANGULAR GRIP HB x 4 EACH 7052748 FABER CASTELL CONNECTOR PEN ASSORTED 12 x 1 PK12 7001388 INITV NOTES 76x76mm YELLOW x 2 EACH	\$70.00
<b>Year 4 Online Subscriptions</b> <ul style="list-style-type: none"> <li>• Literacy Planet <b>\$15.00</b>, Sunshine Online <b>\$6.50</b>,</li> <li>• Athletics <b>\$16.50</b>, Essential Assessment (My Numeracy) <b>\$12.00</b></li> <li>• Seesaw <b>\$15</b>, &amp; ICT services JAMF <b>\$15</b></li> </ul>	\$80.00
<b>Sub Total</b>	<b>\$150.00</b>
<b>Other voluntary contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<i>School grounds maintenance and improvements</i>	\$
<b>Total Amount</b>	\$

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Year 1 Stationery Items</b>  7049118 FABER CASTELL PENCIL JUNIOR GRIP TRIANGULAR 2B X 5 EACH 4001601 PICTOR DELUXE BLUE HANDLE STUDENT SCISSORS 165MM x 1 EACH 4034454 PICTOR GLUE STICK LARGE 36G CLEAR PVP x 4 EACH 7049367 RULER WOODEN 300MM x 1 EACH 7048556 EXPO MARKER WHITEBOARD BULLET BLACK x 6 EACH 4010156 TARGETING HANDWRITING VIC YEAR 1 STUDENT x 1 BOOK 4000154 PICTOR PREMIUM GRAPH BOOK 10MM 70GSM 48 PAGE A4 SUN x 1 EACH 4000192 PICTOR MINI SPACE BUDDIES SCRAPBOOK 100GSM 64 PAGE 165 X 240MM x 1 EACH 4000185 PICTOR MEGA SPACE BUDDIES SCRAPBOOK 100GSM 64 PAGE 330 X 240MM x 2 EACH 4000123 PICTOR PREMIUM WRITING BOOK 24MM DOTTED THIRDS 70GSM 64 PAGE 330 X 245MM TURTLE x 5 EACH 4000147 PICTOR PREMIUM PROJECT BOOK PLAIN/ 24MM 335X245 DOTTED THIRDS 64PG ASTRO x 2 EACH 7029981 FABER-CASTELL 2001 TRIANGULAR GRIP HB x 1 EACH 4352027 CLEAR MESH POUCH A4 360 X 270MM x 1 EACH 7000485 FABER CASTELL PENCIL JUNIOR COLOURED WITH SHARPENER x 2 PK10 7052748 FABER CASTELL CONNECTOR PEN ASSORTED 12 x 2 PK12 7099637 STAEDTLER 653 MINI WHITEBOARD ERASER x 1 EACH JS3040 TEACHABLE MAGNETIC WHITEBOARD X 1	\$70.00
<b>Year 1 Online Subscriptions</b> <ul style="list-style-type: none"> <li>• Literacy Planet <b>\$15.00</b>, Sunshine Online <b>\$6.50</b>,</li> <li>• Athletics <b>\$16.50</b>, Essential Assessment (My Numeracy) <b>\$12.00</b></li> <li>• Seesaw <b>\$15</b>, &amp; ICT services JAMF <b>\$15</b></li> </ul>	\$80.00
<b>Sub Total</b>	<b>\$150.00</b>
<b>Other voluntary contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<i>School grounds maintenance and improvements</i>	\$
<b>Total Amount</b>	<b>\$</b>

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Year 2 Stationery Items</b>  7049118 FABER CASTELL PENCIL JUNIOR GRIP TRIANGULAR 2B X 5 EACH 4001601 PICTOR DELUXE BLUE HANDLE STUDENT SCISSORS 165MM x 1 EACH 4034454 PICTOR GLUE STICK LARGE 36G CLEAR PVP x 4 EACH 7049367 RULER WOODEN 300MM x 1 EACH 7048556 EXPO MARKER WHITEBOARD BULLET BLACK x 6 EACH 4010157 TARGETING HANDWRITING VIC YEAR 2 STUDENT x 1 BOOK 4000154 PICTOR PREMIUM GRAPH BOOK 10MM 70GSM 48 PAGE A4 SUN x 1 EACH 4000192 PICTOR MINI SPACE BUDDIES SCRAPBOOK 100GSM 64 PAGE 165 X 240MM x 1 EACH 4000185 PICTOR MEGA SPACE BUDDIES SCRAPBOOK 100GSM 64 PAGE 330 X 240MM x 2 EACH 4000123 PICTOR PREMIUM WRITING BOOK 24MM DOTTED THIRDS 70GSM 64 PAGE 330 X 245MM TURTLE x 5 EACH 4000147 PICTOR PREMIUM PROJECT BOOK PLAIN/ 24MM 335X245 DOTTED THIRDS 64PG ASTRO x 2 EACH 7029981 FABER-CASTELL 2001 TRIANGULAR GRIP HB x 1EACH 4352027 CLEAR MESH POUCH A4 360 X 270MM x 1 EACH 7000485 FABER CASTELL PENCIL JUNIOR COLOURED WITH SHARPENER x 2 PK10 7052748 FABER CASTELL CONNECTOR PEN ASSORTED 12 x 2 PK12 7099637 STAEDTLER 653 MINI WHITEBOARD ERASER x 1 EACH JS3040 TEACHABLE MAGNETIC WHITEBOARD X 1	\$70.00
<b>Year 2 Online Subscriptions</b> <ul style="list-style-type: none"> <li>• Literacy Planet <b>\$15.00</b>, Sunshine Online <b>\$6.50</b>,</li> <li>• Mathletics <b>\$16.50</b>, Essential Assessment (My Numeracy) <b>\$12.00</b></li> <li>• Seesaw <b>\$15</b>, &amp; ICT services JAMF <b>\$15</b></li> </ul>	\$80.00
<b>Sub Total</b>	<b>\$150.00</b>
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<i>School grounds maintenance and improvements</i>	\$
<b>Total Amount</b>	\$

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Foundation Stationery Items</b>  4034454 PICTOR GLUE STICK LARGE 36G CLEAR PVP x 6 EACH 4000185 PICTOR MEGA SPACE BUDDIES SCRAPBOOK 100GSM 64 PAGE 330 X 240MM x 7 EACH 7049118 FABER CASTELL PENCIL JUNIOR GRIP TRIANGULAR 2B x 2 EACH 7012809 CRAYOLA CRAYON TWISTABLE ASSORTED PK12 x 2 PACK 7051933 ARTLINE MARKER WHITEBOARD SUPREME BLACK x 8 EACH 4000536 PICTOR PREMIUM 330 X 240MM 64 PAGE MEGA STORY BOOK 24MM PLAIN / DOTTED THIRDS 24MM 100GSM PINK MOON x 2 EACH 4010155 TARGETING HANDWRITING VIC YEAR PREP STUDENT BOOK x 1 EACH 7009116 DISPLAY BOOK A4 20 PKT CLEAR FRONT BLACK x 1 EACH 7055868 INSERT BINDER A4 3D 25mm BLUE x 1 EACH 7046807 CRAYOLA BROADLINE JUMBO CLASSIC COLORS MARKERS PACK 10 x 1 PACK 4000192 PICTOR MINI SPACE BUDDIES SCRAPBOOK 100GSM 64 PAGE 165 X 240MM x 1 EACH 4001700 PICTOR DELUXE RED HANDLE STUDENT SCISSORS 140MM BLUNT TIP x 1 EACH 4352027 CLEAR MESH POUCH A4 360 X 270MM x 1 EACH 7099637 STAEDTLER 653 MINI WHITEBOARD ERASER x 2 EACH 7054147 FABER-CASTELL JUMBO GRIP TRIANGULAR GRAPHITE PENCIL B x 2 EACH	\$70.00
<b>Foundation Online Subscriptions</b> <ul style="list-style-type: none"> <li>• Literacy Planet <b>\$15.00</b>, Sunshine Online <b>\$6.50</b>,</li> <li>• Mathletics <b>\$16.50</b>, Essential Assessment (My Numeracy) <b>\$12.00</b></li> <li>• Seesaw <b>\$15</b>, &amp; ICT services JAMF <b>\$15</b></li> </ul>	\$80.00
<b>Sub Total</b>	<b>\$150.00</b>
<b>Other voluntary contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<i>School grounds maintenance and improvements</i>	\$
<b>Total Amount</b>	<b>\$</b>



University Park 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.

## Refunds

Parent requests for refunds are subject to the discretion of the school and are 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.

University Park 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 School Relief
- The Smith Family

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

Mrs Natalie Cummaudo

Acting Principal

Ph: 03 9366 1356 | Email: [university.park.ps@education.vic.gov.au](mailto:university.park.ps@education.vic.gov.au)



Student Full Name: ..... Year Level: .....

Sibling Name: ..... Year Level: .....

Sibling Name: ..... Year Level: .....

Sibling Name: ..... Year Level: .....

Category	
Curriculum Contributions	\$
Other Contributions – non-tax deductible	\$
<b>Total Amount</b>	<b>\$</b>

Cash		EFT		Credit Card	
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\*Camps, Sports and Excursions Fund (CSEF) is available for parents who are holding a **valid 2025** Health Care Card/Pension Card. Funding can be used for Curriculum Camps/Excursions and Non-Curriculum Camps/Excursions.

# 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 that 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) so that parents can have a confidential discussion 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.