



## PARENT PAYMENT ARRANGEMENTS 2025

### Year 5/6

Dear QPS Families,

Queenscliff Primary School is looking forward to another great year of teaching and learning and would like to advise you of Queenscliff 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 financially support learning programs and to maintain and develop our school's buildings and grounds. Without your curriculum and other voluntary contributions we would not be able to provide the quality learning programs in a safe and stimulating environment that we take pride in.

Queenscliff Primary School is a **non-profit organisation**. The difference between funds provided by the Department of Education and Training through the Student Resource Package and those required for this school to operate to the high standard we expect, leaves a shortfall which our School Council attempts to raise through fundraising, and the voluntary financial contributions which are detailed in [Table 1 on page 4 & 5](#).

We use an online purchasing system through WINC for our book packs, where you can also pay for any voluntary contributions as well. Information is attached to this letter showing how to order. Book packs are then delivered to your home during January. For further information on the Department's Parent Payment Policy please visit our school's website. We thank you for your financial contribution to the school so we can continue to add value to your child's education.

**FREE DELIVERY:** WINC are offering free delivery to your home address if your order is completed through the WINC portal by 6<sup>th</sup> December 2025 and if the order is over \$60. All orders after this date will be required to pay a delivery fee of \$10.95.

Students are required to bring their stationery book pack supplies to school on their first day, Thursday 30 January. Students are encouraged to label their books with their name. Please do not label individual stationery items, including pencils, sharpeners and rubbers. There will be Curriculum Days on Tuesday 28 January and Wednesday 29 January.

### Payment Methods

#### WINC – Booklist Provider

Pay for stationery and voluntary financial contributions when ordering your booklist items on the WINC website. Please see details attached on Page 2. (Preferred option)

#### Cash, Eftpos or Credit Card

Pay directly at the school office or phone to pay using a credit card

#### Compass Parent Portal

Voluntary financial contributions will be able to be paid via Compass early in 2025, if not already paid via WINC.

## WINC Online Purchasing System Instructions

**Queenscliff Primary School, Queenscliff, VIC**  
20 Stevens Street, Queenscliff, 3225

**2025 Requirements List for Prep**  
**Your Access Key: 2QZ2Z**



### Please order online at [wincschools.com.au](https://wincschools.com.au)

At Winc we want your child to have a strong start to the new school year, which is why we have worked with your school to make Back to School hassle free.

#### Ordering made simple.

We've made it quick and easy to order your child's new year requirements. Simply visit [wincschools.com.au](https://wincschools.com.au) and follow these four steps.

1. Search for your school, Queenscliff Primary School, Queenscliff, VIC and enter your school access key 2QZ2Z if required.
2. Complete the student's details and select Prep.
3. Review your requirements list and make changes if required.  
*Please note:* some list items have been denoted by your school as a prerequisite for the subject or year.
4. Proceed to checkout.  
*Please note:* For home deliveries only, if you have more than one student at the same school, please repeat the above steps.

Once completed, an order confirmation will be sent to your email address.

*Please note:* Any technology items you order may be sent separately.

#### Deadlines and delivery information.

##### Home delivery:

##### Delivery Fees:

Free Delivery: for orders placed on or before 6th December 2024;  
\$10.95 delivery: for orders placed after 6th December 2024.

Please note: Orders under the value of \$60 will incur a delivery fee.

##### Australia Post

Orders are delivered via Australia Post's eParcel service. As soon as your order is dispatched an email will be sent to let you know the Australia Post tracking ID Number. Your order can be tracked at [auspost.com.au](https://auspost.com.au).

*Note:* PO Box addresses are not accepted by Australia Post.

#### Payment methods accepted



#### Have a question?

For assistance with your order, returns and refunds and delivery information, or for a general enquiry, please visit [wincschools.com.au/helpcentre](https://wincschools.com.au/helpcentre)

*To view our full terms and conditions, please visit [wincschools.com.au/termsandconditions](https://wincschools.com.au/termsandconditions).*

## Stationery Items for 2025

Below is a list of stationery items for your child's year level in 2025. These items can be purchased through the WINC online purchasing system. Please refer to the instructions provided on Page 2.

<b>2025: Queenscliff Primary School</b>		
<b>Year 5/6 Stationery Items</b>		
Code	Description	Qty
<b>Educational Items to Own</b>		
25097584	Winc Premium Exercise Book A4 9mm Thirds 70gsm Red Margin 64 Pages	4
25093627	Winc Polished Wooden Ruler 30cm	1
86515086	Bostik Glue Stik 35g	4
18894989	Westcott Student Antimicrobial Scissors 6 Inch Assorted Colours	2
27633000	Winc Eraser PVC-Free Standard Office 60 x 21 x 10 mm Each	3
10005235	Maped Shaker Pencil Sharpener 2 Hole Assorted Each	2
25090966	Faber-Castell Connector Pens Assorted Colours Pack 12	4
19006608	Artline Antimicrobial Whiteboard Marker Fine 1.5 mm Assorted Colours Pack 4	2
18894995	Faber-Castell 1111 Matt Graphite Lead Pencil HB	14
18960577	PaperMate Inkjoy Capped Ballpoint Pen Medium 1.0mm Blue Each	6
18960578	PaperMate Inkjoy Capped Ballpoint Pen Medium 1.0mm Red Each	4
87261066	Sharpie Fineliner Pen Fine 0.4mm Black Each	1
25067182	Faber-Castell Textliner Ice Highlighter Assorted Wallet 4	1
25093537	Winc Vinyl Name Pencil Case 325 x 165mm Assorted Colours	1
25133140	Micador Coloured Pencils Pack 12	4
25131945	Writer Premium A4 Graph Book 10mm Grid 70GSM 96 Pages	4
7248002	Winc Display Book A4 Refillable 20 Pocket Black	2
25087045	Winc Document Wallet Polypropylene with Button A4 Blue	1
25087046	Winc Document Wallet Polypropylene with Button A4 Red	1
25091151	Winc Document Wallet Polypropylene with Button A4 Purple	1
25087043	Winc Document Wallet Polypropylene A4 Button Clear	1
25189510	Winc Lap Board Double Sided Magnetic With Marker 200 x 300mm	1
25195298	Spirax 154 Scrapbook 335x240 70gsm 64 Pages	2
18955710	Pascal Press Targeting Handwriting VIC Student Book 5	1
25090968	Winc Handy Pouch Plastic Pencil Case Mesh Zip A4 345 x 240mm Clear	1
<b>Note:</b>	To be used as library and take home reader bag	
25097581	Winc Premium Exercise Book A4 14mm Thirds 70gsm Red Margin 64 Pages	10

**Table 1**

<b>Curriculum Contributions (Section A)</b>	
Items and activities that students use, or participate in, to access the Curriculum	
<p><b><i>Classroom consumables, materials &amp; equipment</i></b></p> <ul style="list-style-type: none"> <li>• English – Quality texts to support literacy instruction (\$20)</li> <li>• Art – Paint, crayons, canvas, card stock, glitter, coloured paper and other materials. (\$20)</li> <li>• Science – Supplies for experiments, consumables and repairs (\$10)</li> <li>• STEM – Coding, Robotics (Lego We Do, Dee Bots, Blue Bots, Sphero) and repairs (\$20)</li> <li>• Performing Arts – Craft paper, cardboard, paint, pencils, etc and assist with cost of costumes (\$20)</li> <li>• Physical Education – Sports equipment &amp; Sporting Schools Vic membership (\$10)</li> <li>• Sustainability and Kitchen Garden Consumables – Seeds and gardening supplies for vegetable garden and items required for cooking. (\$20)</li> <li>• School Diary – Will be used daily by students and parents to support organisation and as a communication tool with teachers. (\$10)</li> <li>• Printing, Photocopying and laminating of Worksheets and Learning Materials (\$20)</li> <li>• ICT devices – provision of devices from the shared classroom sets (\$50)</li> </ul>	\$200.00
<p><b><i>Online Subscriptions</i></b></p> <ul style="list-style-type: none"> <li>• Mathletics (\$24.00)</li> <li>• Essential Assessment (\$16.50)</li> </ul>	\$40.50
<b>Total Curriculum Contributions</b>	<b>\$240.50</b>

<b>Other Contributions (Section B) - for non-curriculum items and activities</b>	
<p><b><i>First Aid Consumables and Equipment.</i></b></p> <p>Assist with supply of first aid needs, such as generic epipens, Ventolin, bandages, band-aids, Ice packs etc.</p> <p>(Any amount is gratefully accepted)</p>	\$10
<p><b><i>Technology Maintenance</i></b></p> <p>Assist with the maintenance, upkeep and supply of technology equipment throughout the school.</p> <p>(Any amount is gratefully accepted)</p>	\$50
<p><b><i>School grounds maintenance and improvements</i></b></p> <p>(Any amount is gratefully accepted)</p>	\$50
<p><b><i>Compass Communication Program</i></b></p> <p>Assist with the online parent communication platform used by families</p> <p>(Any amount is gratefully accepted).</p>	\$10
<b>Total Other Contributions</b>	<b>\$120.00</b>

<b>Tax Deductible Contributions</b>	<b>Please nominate amount</b>
<p><b><i>QPS Building Fund</i></b></p> <p>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. (Any amount is gratefully accepted).</p>	
<b>Total Amount</b>	<b>\$ __. __</b>

## Extra-Curricular Items and Activities – School Saving Bonus

Queenscliff Primary School offers a range of events, excursions 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.

After reviewing this arrangement, we will not be adding the extra-curricular events, excursions, uniforms and activities to the WINC booklist, however you will be able to pay them through Compass on a pay as you go basis. Payments may also be made anytime in advance, and this will sit on your family account and be allocated once the charge is put on.

**Families will be able to access the *School Saving Bonus* of \$400 per child provided by the Government to pay for school uniforms, camps and excursions. Payments for excursions, events and camps in 2025 are not included in the voluntary financial contributions from families** or outlined on the online purchasing system through WINC. Costs to families for these events will be outlined on Compass throughout the year in 2025 as the events and excursions arise. Families will be able to use funds from the *School Saving Bonus* to assist in paying for school events and excursions.

School photos are ordered and paid for directly to the company.

## Financial Support for Families

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

- The Camps, Sports and Excursions Fund (available for families who hold a health care or pensioner card \$125 per year per student - <https://www.education.vic.gov.au/about/programs/Pages/csef.aspx>).
- Flexible payment arrangements including cash, credit or BPay are able to be set up for families or regular direct debit or BPay transfers can be set up.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Tansy Young, Business Manager on 5258 1696 or email [queenscliff.ps@education.vic.gov.au](mailto:queenscliff.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. Please refer to Queenscliff Primary School's Refund policy on the school website.

Thank you for your support and valued contributions to our school. We greatly appreciate your voluntary contribution to enable us to deliver high quality educational programs and a supportive learning environment where all students can learn, grow and thrive.

With every best wish,



Mat McRae  
Principal

# 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.