



# Westgrove Primary School

37A Thames Blvd, Werribee, VIC, 3030

[www.westgrps.vic.edu.au](http://www.westgrps.vic.edu.au)

03 9749 8233

Learning Inclusion Respect Safety

## 2027 Parent Contributions

Dear Parent/Guardian/Carers,

This letter provides information about voluntary contributions you can make to support Westgrove Primary School for 2027 and other payments you can choose to make.

Victorian government schools provide free instruction. This means all students have free access to all items, activities and services that schools use to deliver the curriculum, including reasonable adjustments to support students with disability.

Some families choose to make a voluntary financial contribution to support the school, and we are very grateful for this support. Making a voluntary contribution is your choice. There is no expectation or pressure for families to contribute.

Westgrove Primary School offers a range of items and activities that are additional to the free instruction provided to all students at our school. Financial help is available for extra-curricular items and activities if you are experiencing financial hardship (see further details under Financial Help for Families in the attached information). For a confidential discussion about how to access the financial help available, please contact the school office on 9749 8233 or [westgrove.ps@education.vic.gov.au](mailto:westgrove.ps@education.vic.gov.au).

If you need an interpreter, please contact [03 9605 3053](tel:0396053053) and give our school's phone number 03 9749 8233. An interpreter can help you speak with us. This service is free. For more information, please see [How to use an interpreter to contact your school](#).

For more information on the Department of Education's Parent Contributions policy please see the information attached. You can read the full policy at [Parent Contributions: Policy | education.vic.gov.au](https://www.education.vic.gov.au/parent-contributions-policy).

Yours sincerely,

Chris Gatt  
Principal

Laura McCleary  
School Council President



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## Parent Contributions policy

Information for families



### FREE INSTRUCTION

Schools give students free instruction in the curriculum. This includes:

- Free access to all items, activities and services that schools use to deliver the curriculum, including reasonable adjustments to support students with disability.
- The Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major, and the Victorian Pathways Certificate.
- Free access to all subjects, including elective subjects.
- Free access to select-entry and accelerated programs.



### FAMILIES CAN CHOOSE TO CONTRIBUTE

Schools can invite 2 types of voluntary contributions:

#### Voluntary contributions

Used towards enhanced educational programs and school environment, and additional resources and opportunities offered by schools

#### Tax deductible contributions

Used towards building and/or library fund (for those schools who have such funds)

Schools must advise the carers of students in out-of-home care and parents and carers who hold a financially means-tested card (such as a healthcare card) that the invitation to make voluntary contributions does not apply to them.

In addition, schools can invite parents and carers to pay for optional:

- Extra-curricular items and activities that go beyond the curriculum - for example, school photos, some excursions and some camps.
- Learning materials for students to individually use and own - for example, textbooks, stationery, and in secondary schools only, digital devices. If these items are not bought or provided from home, schools must provide students with free access to what they need for curriculum delivery.



### FINANCIAL HELP FOR FAMILIES

Each school has a contact person who can discuss with parents and carers the financial supports that are available.

Schools must publish their Parent Contributions arrangements on their school website, along with a link to the department's [Parent Contributions policy](#).



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## 2027 Parent Contribution Form

Child's Name:

2026 Class:

### 2027 Voluntary Contributions

Parents can contribute more or less

Suggested  
Amount

**Voluntary contributions enhance our school's range of programs, resources and environment**

\$200.00

*Please nominate your own contribution amount*

Parent Voluntary Contribution Amount

\$

### Tax Deductible Contributions

Amount

**Building fund.** A tax-deductible (for donations over \$2) donation to support renovations, upgrades, and maintenance of school infrastructure.

\$ \_\_\_\_\_

*Please nominate your own donation amount*

**Total contribution**

\$

☐

**Credit Card**

Please complete credit card details below and return it to Westgrove Primary School as soon as possible.

☐

**BPay**

If you don't have your BPay details, please contact the office.

☐

**Cash/Eftpos payments**

Can be made until Thursday 17<sup>th</sup> December or from 19<sup>th</sup> January 2027.  
Cash payments need to be sent in with students via the classroom.

### AUTHORITY TO DEDUCT PAYMENT USING CREDIT CARD - fill in if you have selected to pay by Credit Card

Card Number \_\_\_\_\_ CVV \_\_\_\_\_

Expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Card Holder's Name \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_ Visa Mastercard (circle)

Payment will be processed within 7 days from receipt of this form.

Parent/carer Name:

Parent/carer Signature:

Date



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## **Extra-curricular items and activities**

Westgrove Primary School offers a range of optional items and activities that are additional to the free instruction provided to all students at our school. Accessing these items and activities does require payment, but financial support is available (see further details under Financial Help for Families below). Example extra-curricular items and activities include:

- optional activities, camps, excursions and programs
- class photos
- social events like Graduation.

The cost of other extra-curricular items and activities will be advised throughout the year. Payments can also be made via instalment.

## **Financial Support for Families**

Westgrove Primary School understands families can experience financial difficulty. Help is available, including:

- [Camps, Sports and Excursions Fund](#) – this program provides funding for eligible students, including those in out of home care, and holders of eligible financially means-tested cards (such as health care cards), to attend activities like camps, sporting activities, excursions and incursions that are offered on a user-pays basis.
- [Affordable School Uniforms](#) - delivered by [State Schools Relief](#), this program helps cover costs such as school uniforms, shoes, and other essential school items where families are experiencing financial hardship or short-term crisis.
- Payment plans for Extra-Curricular Items and Activities.
- Secondhand uniform sales from donated clothing.

Applications for support from the Camps, Sports and Excursions Fund and State Schools Relief are submitted by the school - please contact us to discuss these and other financial help.

For a confidential discussion about how to access financial help, please contact the school office on 9749 8233 or [westgrove.ps@education.vic.gov.au](mailto:westgrove.ps@education.vic.gov.au).

## **Refunds**

Please refer to our school website for our Refund Policy. 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 Contributions](#) policy and guidance, [Financial Help for Families](#) Policy and any other relevant information.