



# Parent Contribution Letter



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Beaconsfield Upper Primary School on 5944 3591

Dear Parent/Guardian,

Beaconsfield Upper Primary School is looking forward to another great year of teaching and learning and would like to advise you of BUPS' voluntary financial contributions for 2026.

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 have a wider offering of subjects and activities such as our production, lunchtime clubs program, the vegie garden and updates to our technology and school facilities.

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

Yours sincerely,

Vicki Miles

Principal

Amelia Van Diemen

School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper</li> <li>• Booklist items</li> <li>• Consumables for Literacy, Numeracy, Integrated learning: Cover paper, tape, markers, pencils</li> <li>• My home Reading Journal KLUWELL Yellow (Foundation – grade 2)</li> </ul>	\$200 per Student
Other Contributions - for non-curriculum items and activities	Amount
Grounds' fund to assist in meeting the costs of maintaining and improving the school grounds.	\$30 Per family
Tax deductible contributions	
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$50 Per family
<b>Total Amount</b>	<b>\$ 200 + \$80 (contributions)</b>

### Curricular Items and Activities

BUPS 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.

If you would like to purchase an item or activity for your child, please indicate on the table below and return this to the school by April 5<sup>th</sup> 2026.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
School yearbook	\$20.00	
Graduation – Grade 6 only	\$45.00	
Optional camps and excursions	TBA	
<b>Total Extra-curricular items and activities</b>		<b>\$</b>

## Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- Payment plans for camps and excursion
- For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Vicki Miles

Ph: 03 5944 3591 | Email: [beaconsfield.upper.ps@education.vic.gov.au](mailto:beaconsfield.upper.ps@education.vic.gov.au)

## Payment methods

- Pay at the Office (please fill out attached invoice and include with payment).
- Pay via Qkr app
- Payment by Credit Card over the phone

## 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.

# 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.