Dear parents

This letter provides information about voluntary contributions you can make to support Ripponlea 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.

Ripponlea 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:

Ripponlea Primary School office, 03 9527 5728, ripponlea.ps@education.vic.gov.au.

If you need an interpreter, please contact 03 9605 3053 and give our school's phone number 03 9527 5728. 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.

Yours sincerely,



Natalie Rose

Principal



Tarryn Holland

School Council President

ABN: 80 634 406 769

HOW TO ONLINE ORDER WITH MAXIM OFFICE GROUP PTY LTD

Ripponlea Primary School

Dear Parents,

Many thanks for supporting **Ripponlea Primary School** with the online portal for Bookpack purchasing. We have partnered with Maxim Office Group Pty Ltd to ensure a seamless school start for 2027.

Please Note:

- **Orders must be placed by Sunday 27th December 2026** to guarantee on-time delivery to the school. Any orders placed after this date will incur a $15 late fee and be delivered within the first two weeks back of Term 1, 2027.

- Book packs will be delivered directly to the school during the holiday period and given to students during their first week.

How to order your Bookpack:

1. Please follow this link: http://www.maxim.booklists.com.au or go to our main website and click the link 'BOOKLIST' as indicated below



2. Your access code is: **RIPPONLEA**
   **Please note this is capital sensitive. Please enter code as displayed above.*
3. Select the year level required for order ***This is the year your child is going into for 2027.***
4. Please ensure that the students' name, your name and contact details are given and correct
5. Select 'Place order'
6. If purchasing more than one booklist, please select 'Add another booklist' and follow the same procedure from step 3
7. Select 'Proceed to payment options'
8. Your total payment amount required will be displayed on screen
9. Select 'Pay Now'
10. Please choose your check-out option – Credit/ Direct Debit available. Ensure payment details are correctly entered
11. You will receive a payment receipt and an order confirmation to the email address you provided
12. Your child's pack/s will be delivered to the school for collection

Thank you,
Maxim Office Group Pty Ltd

Maxim Office Group Pty Ltd
PO Box 1050
Leeton NSW 2705
LEETON – SYDNEY - MELBOURNE

RIPPONLEA PRIMARY SCHOOL 2027 PARENT CONTRIBUTIONS ARRANGEMENTS

Voluntary contributions

If you are the carer of a student in out-of-home care or hold a financially means-tested card (such as a healthcare card), please ignore the invitation to make voluntary contributions.

We encourage any family experiencing financial hardship to contact the school for information about the financial help available for extra-curricular activities like camps and excursions.

Voluntary contributions	**Suggested amount – parents can contribute more or less**	**Amount**
Voluntary contributions to enhance our school's range of programs, resources and environment.	$550	$_____

Tax-deductible voluntary contributions	**Suggested amount – parents can contribute more or less**	**Amount**
Voluntary - Building fund: a tax-deductible contribution to support renovations and upgrades of school infrastructure	$200	$_____
Voluntary - Library fund: a tax-deductible contribution to support library maintenance and enhancements	$100	$_____

Extra-curricular items and activities

Ripponlea 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 formals.

We have provided confirmed or indicative costs of known extra-curricular items and activities below.

Payment for extra-curricular items and activities with a confirmed cost can be made now or later. Payments can also be made via instalment.

Please contact the school for advice on financial help available for extra-curricular items and activities.

Extra-curricular items and activities	Indicative cost	Confirmed cost (where known)	Parent/carer to select
House athletics carnival – entry and transport	$40	$40	☐
House swimming carnival – entry and transport	$60	$60	☐
House cross-country carnival	$10	$10	☐
Sexuality, Consent and Respectful Relationships Education	$12	$12	☐
Social Stencil	$5	$5	☐
Zones of Regulation	$10	$10	☐
2027 Whole School Production – (choreographer, stage design and production & costumes)	$25	$25	☐
Swimming and water safety program	$120	To be confirmed	☐
Year 3/4 camp	$500	To be confirmed	☐
Total Extra-curricular Items and Activities	$		

Learning materials for students to own

Booklist items:

You can choose to buy learning materials for your child to individually use and own. These items can be bought from any supplier.

Ripponlea Primary School has an arrangement with the following supplier for the materials that you can buy: **Maxim Office Group**

If you do not buy these items, your child will still be provided with what they need, however they may not be provided with these items to own, or keep, on an individual basis. If you wish to buy items through the supplier, please go to: the school office OR see recommended list attached/recommended list will be provided and published on our website when finalised.

Families may purchase the recommended booklist items from any supplier or provide suitable items from home. Families ordering through Maxim Office Group should place orders by Wednesday 16 December 2026. Orders after this date may incur an additional supplier delivery fee (subject to confirmation with Maxim). Contact the school office for the recommended item specifications.

Financial help for families

Ripponlea 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
- Confidential assistance is available through the school office.

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:
Kate Crawford – Business Manager
Phone: 03 9527 5728
Email: kate.crawford2@education.vic.gov.au

Payment methods

Ripponlea Primary Schools, School Council works hard to ensure costs to families are kept as low as possible, whilst also striving to provide an innovative and vibrant learning environment for our students. We have bundled our payments this year to minimise notifications going home to families and reduce single payments throughout the year.

The school strongly encourages parents to make payments via the QKR Payment Portal.

Instructions for downloading and using this app throughout the school year is available on Compass or at the school office.

Alternative Payment methods – this form must be returned to the office for receipting

· BPAY: Ask office for details

· Direct bank transfer

Account Name: Ripponlea Primary School Official Account

BSB: 063128

Account Number: 10086961

Bank: Commonwealth Bank of Australia

Please include the family compass ID and program description in the reference field when making a payment.

Payment Plans

If you want to make voluntary contributions throughout the year, you can:

- decide when to make each contribution
- choose the amount of each contribution.

If you would like to pay for extra-curricular items and activities through instalments, Ripponlea Primary School offers flexible payment plans to support families.

Payments can be arranged weekly, fortnightly or monthly, with instalment amounts and dates agreed upon to suit your family's circumstances.

To arrange a payment plan or discuss alternative payment arrangements, please contact:

Kate Crawford – Business Manager

Phone: 03 9527 5728

Email: kate.crawford2@education.vic.gov.au

All enquiries will be treated confidentially. Families experiencing financial hardship are encouraged to contact the school to discuss available support options. Contact the school office to opt into a payment plan with scheduled instalment dates for optional extra-curricular activities. For voluntary contributions, families decide their own contribution amounts and payment dates.

Refunds

Ripponlea Primary School recognises that circumstances may change and families may need to request a refund for an extra-curricular item or activity.

All refund requests should be submitted in writing to the school office.

Refunds will be considered on a case-by-case basis, with the school acting reasonably and fairly, taking into account:

- Whether the school has already incurred costs or made non-refundable commitments.
- Whether the activity has been cancelled or the student is unable to attend due to unavoidable or unforeseen circumstances, including illness or family emergencies.
- Whether the school can recover any costs from the activity provider.
- Any financial hardship or exceptional circumstances affecting the family.

Where the school has not incurred costs, a refund will generally be provided.

Where costs have already been incurred, the school will consider the circumstances and determine whether a full or partial refund is appropriate.

Processing refunds

Where a refund is approved, parents/carers will be asked to confirm the account into which the refund should be paid.

Approved refunds will be processed directly by the school through CASES21 and not through third-party payment platforms, including Qkr!.

Families wishing to discuss a refund or their individual circumstances are encouraged to contact the school office.

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	Tax deductible contributions
Used towards enhanced educational programs and school environment, and additional resources and opportunities offered by schools	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 the department's Parent Contributions policy.