

Dear RPS Families,

Ripponlea Primary School is looking forward to another great year of teaching and learning. We're writing to outline our voluntary financial contributions for 2026, consistent with the Department of Education's Parent Payments Policy.

All students receive free instruction to meet the standard Victorian Curriculum. All parent/carer contributions are voluntary, and students will not be refused educational services or disadvantaged if families choose not to contribute.

How contributions help:

Ripponlea Primary School offers programs and experiences **beyond** the standard curriculum and is deeply grateful for all contributions that help maximise student learning. From additional classroom resources, incursions, excursions, camps, and special events to a wide range of extra-curricular activities, every contribution helps us **enrich learning opportunities and provide exceptional educational experiences**. We provide updated digital resources, specialist programs, a library program and excellent and well maintained indoor and outdoor areas and learning environments.

Voluntary **Curriculum Contributions** support classroom consumables and shared resources that enrich learning. **Other Contributions** (such as to our tax-deductible Building or Library Funds) help improve facilities and collections. We are grateful for any support through contributions, fundraising, or volunteering. We recognise living costs associated with inflation and have introduced a **pay- it- forward fund** to support families in need.

Thanks to family support in recent years, we have:

- enhanced classroom and specialist resources and expanded wellbeing initiatives (SWPBS, Zones of Regulation, Social Stencil, Sexuality, Health and Consent Education, sensory tools, modified furniture and structured play resources),
- offered rich learning experiences (inquiry, swimming, sport carnivals, excursions, camps, specialist programs),
- strengthened digital learning with school-owned devices and approved platforms,
- invested in literacy and numeracy resources and maintained/improved facilities.

Planned priorities in 2026

- new classroom furniture (Years 3–6) and replaced flooring across the school i.e. carpets,
- expansion of our sustainability projects including solar panels and productive gardens,
- redevelopment of the Junior Playground and other playscapes,
- increased reading/phonics resources (Novel Studies, Decodable Readers, Guided Reading Sets, PhOrMeS phonics resources), and additional Disability and Inclusion learning support staff,
- outdoor improvements led by the students i.e. spider web, goal nets, gaga pit.

Book packs (educational items for students to own)

Families may purchase a book pack from our recommended supplier, Maxim Office Group, purchase the same items elsewhere, bring items from home, or use school-provided items when needed so that every child has what they require. If buying from Maxim, please place orders by **Friday 19 December 2025** for delivery to the school. Classroom consumables supported through Curriculum Contributions will continue to be purchased in bulk for shared use.

Financial help

If you are experiencing financial hardship, please contact Kate Crawford our business manager. Support is confidential, and we will work with you to ensure your child has everything they need.

Further information

Our Parent Payments information is published on our website along with a link to the Department's **Parent Payments Policy**.

On behalf of School Council and our staff, thank you for your continued support of RPS.

Yours sincerely,

Natalie Rose
Principal

Tarryn Holland
School Council President

Romany Tauber
School Council Treasurer

HOW TO ONLINE ORDER WITH MAXIM OFFICE GROUP PTY LTD

Ripponlea Primary School

Dear Parents,

Many thanks for supporting Ripponlea PS with the online portal for Bookpack purchasing. We have partnered with Maxim Office Group Pty Ltd to ensure a seamless school start for 2026. Packs will be delivered to the school for collection.

Please note:

Orders must be placed by Friday the 19th of December to ensure delivery is on time, ready for collection from the school.

Any orders after this date will incur a late order processing fee of \$15 and will be delivered within the 1st two weeks of February.

For collection date information, please contact the school office on 03 5334 0253.

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 in screen.*
3. Select the year level required for order ***This is the year your child is going into for 2026.***
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 display 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

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Student stationery is to be purchased through Maxim Office Group. <b style="color: red;">NB: To be ordered ONLINE by Friday 19th December 2025 (late fees apply)	
<u>Classroom consumables, materials and equipment</u> <ul style="list-style-type: none"> Classroom materials bulk purchased for shared use: (whiteboard markers, tissues, post it notes, masking tape, photocopy paper) (\$50) 	\$50.00
<u>Other Programs</u> <ul style="list-style-type: none"> Printing and photocopying of worksheets and learning materials (\$5) English – guided reading sets, writing resources, novel packs & classroom library (\$20) Mathematics – calculators, dice, cards, games & manipulatives (\$10) Art – acrylic paint, canvas, pastels, clay, charcoal, textiles (\$20) Performing Arts – instruments and equipment (\$5) Science – soil, seeds, chemicals (\$10) LOTE – online subscriptions, resources, consumables (\$5) Sports/ SEPEP – equipment & resources (\$20) Inquiry Learning – classroom materials, texts, consumables (\$5) 	\$100.00
<u>Online subscriptions</u> <ul style="list-style-type: none"> Essential Assessment - My Numeracy Portal (\$14) SPA – Student data portal and assessment (\$8) Compass – online portal and communication, student reporting (\$15) Inquisitive Platform – Inquiry based learning (Humanities, STEM, Civics) (\$8) 	\$45.00
ICT devices – provision of devices from the shared classroom sets of iPad, laptop, digital resources, and applications	\$65.00
Total Curriculum Contributions	<b style="color: red;">\$260.00

Financial Support for Families

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

- the Camps, Sports, and Excursions Fund (CSEF)
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities

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

Kate Crawford

Ph: 03 9527 5728 | Email: kate.crawford2@education.vic.gov.au

Extra-Curricular Items and Activities – provided on a user-pays basis

Ripponlea offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum.

The cost of extra-curricular items and activities will be advised throughout the year.

Extra-Curricular Items and Activities	Amount
Excursion/ Incursions/ Camps 2026 – Pay As You Go <i>[See requesting parent payments for camps and excursions one-page overview for more information]</i>	PAYG
Swimming and water safety program – 10 Day program x 45min swimming lesson – covering Stroke Development and Water Safety using the Swim and Survive program at Caulfield Grammar School. Individual student assessment certificate provided to parents. (Our swimming program includes an additional week of lessons that extends beyond the standard Curriculum requirements, enhancing students’ skills and confidence in the water.)	TBA
<u>Health and Wellbeing Programs</u> <ul style="list-style-type: none"> • Social Stencil – (\$5) • Zones of Regulation – (\$10) • Sexuality, Consent and Respectful relationships education (\$11) – (All students) 	\$26.00
<u>Whole School events</u> <ul style="list-style-type: none"> • House Athletics carnival - entry and transport (\$40) • House Swimming carnival – entry and transport (\$60) • House Cross country carnival – (\$10) 	\$110.00
Total Extra-Curricular Items and Activities	\$136.00
Other Contributions - for non-curriculum items and activities	Amount
Literacy & Numeracy Intervention Programs	\$20.00
PAY-IT-FORWARD Fund - A voluntary contribution to support students who need financial assistance to participate in camps, excursions and school activities	\$20.00
First aid equipment – (Band-Aids, EpiPens, excursion kits, PPE)	\$10.00
Sustainability projects (improving & enhancing sustainable school practices and environment: continued works on the Productive gardens & Solar panels – (2026 recommended contribution)	\$35.00
School grounds maintenance and improvements (lawn maintenance, weekly grounds cleaning, weekly playground safety check, artificial turf maintenance) – (2026 recommended contribution)	\$50.00
Total Other Contributions	\$135.00

Tax deductible contributions	
Building fund - A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure (2026 Recommendation \$150) The school has a master plan of projects developed by the Facilities and Environment committee of School Council.	\$
Library fund - A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource (2026 Recommendation \$50)	\$

Totals

Category	Totals
Curriculum Contributions	\$260.00
Other Contributions <i>(Non-tax deductible)</i>	\$135.00
<i>(Tax-deductible)</i>	
Extra-Curricular Items and Activities (Pay-As-You-Go)	\$136.00
Total	\$

Payment method

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.

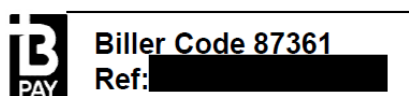
The school strongly encourages parents to make payments via the [QKR Payment Portal](#).



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.

We would appreciate families making their curriculum contributions as soon as possible in the new year and finalise all payments by:

Week ending Friday 6th March 2026

Refunds

All refund requests must be made in writing. A request for a refund does not automatically equate to a full refund of monies paid.

- **Curriculum Contributions:**

Where payment has been received for the curriculum contributions and the student is exiting the school, a pro-rata refund, dependent on the number of terms the student has been enrolled at the school for, may be applicable. If it is reasonable and fair to do so, taking into consideration whether a cost has been incurred.

- **Extra-Curricular items and Activities:**

Students withdrawing from camps, excursions and extra-curriculum activities can request a refund. A refund (less any non-refundable deposit) will be payable to the parent/caregiver after the event has occurred, if the withdrawal from the activity is due to unavoidable or unforeseen circumstances i.e., illness. Proof may be required e.g., medical certificate.

Where the school is charged a 'group fee' as opposed to a 'per head fee', a refund cannot be calculated until all associated costs have been met.

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

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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- 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.