



Dear Parent/Guardian,

We would like to take the opportunity to once again welcome all the new families to Aitken Creek Primary School as well as thank existing families for their ongoing support. The information contained in this correspondence relates to important information regarding the **2026 voluntary financial contributions for all families.**

Schools provide students with free instruction to fulfil the standard curriculum requirements and we want to assure you that all contributions are voluntary.

The ongoing support from our families ensures that our school can offer the best possible education for our students. This support comes in different ways, through financial contribution, hands on support in running Mothers' Day and Fathers' Day stalls, participation on school council and classroom support and advocacy for our school.

**The ongoing financial support in the past has enabled us to offer a wide range of learning experiences within the school, improved school facilities and playgrounds and enhanced digital learning opportunities.**

**Contributions are welcomed at any time, however payment of contributions via compass by the 28th of February would be appreciated to support our planning and administration.**

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

Any further questions please contact the office and ask to speak to the Business Manager, Shirlene Nicholson.

Yours sincerely,

  
Peter Katsikapis

Principal

Aitken Creek Primary School

  
Zaira Asad

School Council President

Aitken Creek Primary School

51-81 Grevillea Street Craigieburn 3064  
PO Box 293 Craigieburn 3064  
Tel: 03 8338 3700

Email: [aitken.creek.ps@edumail.vic.gov.au](mailto:aitken.creek.ps@edumail.vic.gov.au)

Web: [aitkencreekps.vic.edu.au](http://aitkencreekps.vic.edu.au)

ABN 33 692 870 949

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Recommended Amount</b>
<p><b>Year P- 6</b></p> <p><b>Stationery and Classroom Materials - \$140 per child</b>  <b>This covers</b> all of your child's stationery requirements and all consumable materials that are used in their classroom and as part of their daily educational program.</p> <p><b>Visual and Performing Arts - \$20 per child</b>  <b>This covers</b> the cost of consumables associated with the delivery of your child's Arts program.</p> <p><b>Science, Technology and Humanities - \$10 per child</b>  <b>This covers</b> the cost of materials associated with the delivery of your child's Science, Technology and Humanities program.</p>	<b>\$170</b>
<p><b>Year P – 6</b></p> <p><b>Software licensing, computer and IT related costs - \$35.00</b>  This covers the cost for home and school licensing of online programs for Mathematics and Language and the cost of materials associated with our school wide computer program.</p> <p><b>Printing and photocopying learning materials - \$5 per child</b></p> <p><b>Literacy and Numeracy class book sets/learning equipment - \$15</b></p> <p><b>Sports equipment used at recess and lunch breaks - \$5</b></p>	<b>\$60</b>
<b>Other Contributions - for non-curriculum items and activities</b>	
<b>School grounds maintenance and improvements</b>	<b>\$20</b>

**Contributions Summary**

<b>Category</b>	<b>Amount</b>
<b>Curriculum Contributions</b>	<b>\$230</b>
<b>Other Contributions</b>	<b>\$20</b>
<b>Total contributions</b>	<b>\$250</b>

Education Items for students to own.

Aitken Creek Primary School recommends parents purchase an iPad for their child/ren to participate in the optional bring your own iPad program. For more information, please refer to the attached link

<https://www.aitkencreekps.vic.edu.au/byo-1-1-ipad-program>

### **Extra-Curricular Items and Activities**

Aitken Creek Primary School 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 for free to deliver the Curriculum. These are provided on a user-pays basis. These activities will be communicated to parents via Compass well in advance and associated costs will be advised.

### **Financial Support for Families**

Aitken Creek 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
- Links to external financial support (<https://www2.education.vic.gov.au/pal/financial-help-families/resources>)

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

Contact name: Shirlene Nicholson

Ph: 03 8338 3700      Email: [aitken.creek.ps@education.vic.gov.au](mailto:aitken.creek.ps@education.vic.gov.au)

### **Payment methods**

- Via Compass parent portal
- Bpay details available from the office

Flexible contribution arrangements can also be made via Compass. Parents can choose which dates they wish to contribute. For example, parents may wish to make voluntary contributions as per the suggested schedule below.

- 28th of January 2026
- 28th of February 2026
- 28th of March 2026
- 28th of April 2026

### **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. Refund requests for events and excursions may not be approved due to organisational requirements of external providers

# 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.