

October 2025



Dear Parent/Guardian,

Sunbury West Primary School is looking forward to another great year of teaching and learning and would like to advise you of Sunbury West's 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 your financial support has allowed us to organise and coordinate the best possible programs outside of the traditional teaching and learning classroom structure. This includes and is not limited to:

- the purchasing of art, music and physical education equipment and resources, which in turn, supports them to be exemplary programs
- Other programs which we are able to offer because of your contributions include Bicycle Education, Housemates, School Wide Positive Behaviours program.
- Purchase of new iPads for use in the classrooms
- Library Books and Class sets
- Refurbishment of school buildings, grounds and gardens

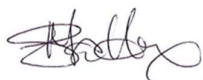
Please find attached Sunbury West Primary School's Voluntary Financial Contributions Schedule for 2026, which includes an overview of how your financial contribution will support our school.

For further information see the [Department's Parent Payments Policy](#) or the one-page overview attached.

Yours sincerely,



Inga Wilson
Principal



Shane Mattox
School Council President

TOGETHER WE LEARN | TOGETHER WE GROW

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Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount per child
<i>Classroom consumables, materials & equipment</i> <ul style="list-style-type: none"> • <i>Art – paint, crayons, canvas, glitter, coloured paper, wood, wool, beading</i> • <i>Mathematics – numeracy blocks, calculators, teaching resources, concrete materials</i> • <i>English – book boxes, guided reading books, take home readers</i> • <i>Sports – equipment, ribbons</i> • <i>Library – books, subscriptions</i> 	\$ 60.00
<i>STEM</i> <ul style="list-style-type: none"> • <i>STEM equipment and devices – Robotics, Lego Education</i> 	\$ 5.00
<i>Printing and photocopying of worksheets and learning materials</i>	\$ 10.00
Other Contributions - for non-curriculum items and activities	Amount per child
<ul style="list-style-type: none"> • Technology fund - A contribution to support our ipad and technology program 	\$10.00
Total Amount per child excluding Tax Deductible Contribution	\$ 85.00
Tax deductible contributions	
<i>Building fund - A tax-deductible contribution to maintain our buildings to a safe and attractive standard.</i>	
	Suggested Amount \$15.00 \$parent to complete

Educational items for students to own

- Attached is a list of items that the school recommends you purchase from **Rapid Office Choice** for your child to individually own and use. (These items were traditionally known as the “Book Pack’ you would’ve collected for your child in previous years)
- Items can be purchased as a pack from Rapid Office Choice for your child to individually own and use. Please follow the link to order your pack - <https://schoolpacks.com.au/swps-bts-portal>

If you are purchasing these items from Rapid Office Choice, please ensure you order by the cut-off date – **Friday 14th November**. Rapid Office Choice has given us a bulk price discount. There will be no provisions for late orders. Materials will have to be self-sourced if you do not order by the cut-off date.

Packs will be delivered to school mid December and can be collected from the office or sent home with your child. Exact dates to be advised.

Orders must be placed by Friday 14th November 2025

Extra-Curricular Items and Activities – User pays

Sunbury West Primary School 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. Examples of these items and activities include excursions, incursions, camps, Swimming, Interschool Sports, Year 6 Jacket, Prep & Year 6 Polo Shirts, Wakakirri.

The costs for Extra-Curricular Items and Activities will be advised throughout the year as they arise.

Financial Support for Families

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

- the Camps, Sports and Excursions Fund for eligible students to attend camps, sports and excursions
- State Schools Relief
- Individual Payment Plans

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

Jane Clendenning

Ph: 03 9740 8666 | Email: sunbury.west.ps@education.vic.gov.au

Total

Category	
Curriculum Contributions – non-Tax Deductible	\$ 85.00
Other Contributions (BMF) - Tax Deductible	\$ parent to complete
Total	\$

Payment methods

Parent contributions towards the requested payments is essential to maintain the quality of education that we provide at Sunbury West Primary School.

Payments can be made via

- Compass Pay
- Cash
- Eftpos
- Direct Deposit into School Account (BSB 063 548 Account 00800429) please include your child's name in the description.

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 Sunbury West Primary School Refund Policy, 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 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.

Educational items for students to own

Year Prep

- Below is a list of items that the school recommends for each individual student. (These items were traditionally known as the "Book Pack" you would've collected for your child in previous years)
- Items can be purchased as a pack from Rapid Office Choice for your child to individually own and use. Please follow the link to order your pack - <https://schoolpacks.com.au/swps-bts-portal>

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Orders must be placed by Friday 14th November 2025

DESCRIPTION - PREP	QUANTITY
STAEDTLER 126-12 NORIS PENCILS MAXI COLOURED PK 10	4
OLYMPIC EXERCISE BOOK E254 A4 297 X 210MM, 48 PAGES, 25MM FEINT RULED 197728	1
DELI MESH POUCH A4 PENCIL CASE ASSORTED COLOURS (EACH) 330MM X 235MM	1
STAEDTLER NATURAL JUMBO PENCIL TRIANGULAR 2B EACH	4
KLUWELL MY HOME READING YELLOW LEVEL (JUNIOR)	1
BOSTIK GLU STIK 35GM 30840734	4
OSMER SCHOOL SCISSORS 155MM, BLUE HANDLE - POLY BAG	1
SHARPENER STAEDTLER DOUBLE HOLE TUB (EACH)	1
STAEDTLER 341 WHITEBOARD MARKER COMPACT BULLET POINT BLUE	4
FABER-CASTELL CONNECTOR COLOURING PENS ASSORTED PACK OF 12 / 11-155570	1
CRAYOLA WHITEBOARD DUSTER CHALK BOARD / WHITE BOARD DUSTER 51-6009B	1
GUSSPAK DOUBLE SIDED PLAIN MAGNETIC STUDENT WHITEBOARD A4 WITH MINI ERASER & MARKER	1
GUSSPAK PREMIUM MEGA SCRAP BOOK 330MM X 245MM 64 PAGE FSC 100GSM	10
WRITER PREMIUM STORY BOOK 64 PAGE 1/2 PLAIN + 1/2 RULED 24MM SOLID RULED	1
TARGETING HANDWRITING NSW YEAR K STUDENT BOOK	1

Educational items for students to own

Year 1

- Below is a list of items that the school recommends for each individual student. (These items were traditionally known as the “Book Pack’ you would’ve collected for your child in previous years)
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Orders must be placed by Friday 14th November 2025

DESCRIPTION – YEAR 1	QUANTITY
WOODEN RULER 30CM / 300MM	1
KLUWELL MY HOME READING YELLOW LEVEL (JUNIOR)	1
GUSSPAK PREMIUM WRITING BOOK 24MM DOTTED THIRDS 64 PAGE (330MM X 245MM) WITH RED MARGIN FSC	10
DELI MESH POUCH A4 PENCIL CASE ASSORTED COLOURS (EACH) 330MM X 235MM	1
STAEDTLER NATURAL JUMBO PENCIL TRIANGULAR 2B EACH	24
FABER-CASTELL TRI-GRIP PENCILS COLOURED ASSORTED 12S	2
DELI WHITEBOARD MARKER COMPACT BULLET POINT BLUE	8
CRAYOLA WHITEBOARD DUSTER CHALK BOARD / WHITE BOARD DUSTER 51-6009B	1
OSMER SCHOOL SCISSORS 155MM, BLUE HANDLE - POLY BAG	2
RAZORLINE DISAPPEARING BLUE GLUE STICK 36GM (EACH)	8
SHARPENER DELI DOUBLE HOLE TUB (EACH)	2
FABER-CASTELL CONNECTOR COLOURING PENS ASSORTED PACK OF 12 / 11-155570	2
OSMER PLASTIC DOCUMENT WALLET A4 CLEAR WITH GUSSET & PRESS BUTTON CLOSURE	2
RAZORLINE TWISTER CRAYONS PKT 12	2
BLACK POLYESTER NAME CARD PENCIL CASE 2 ZIP 4 ASSORTED NEON TRIM 35 X 18CM	1
GUSSPAK DOUBLE SIDED PLAIN/DOTTED THIRDS MAGNETIC STUDENT WHITEBOARD A4 WITH MINI ERASER AND MARKER	1
GUSSPAK PREMIUM MEGA SCRAP BOOK 330MM X 245MM 64 PAGE FSC 100GSM	12
TARGETING HANDWRITING NSW YEAR 1 STUDENT BOOK	1

Educational items for students to own

Year 2

- Below is a list of items that the school recommends for each individual student. (These items were traditionally known as the “Book Pack’ you would’ve collected for your child in previous years)
- Items can be purchased as a pack from Rapid Office Choice for your child to individually own and use. Please follow the link to order your pack - <https://schoolpacks.com.au/swps-bts-portal>

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Orders must be placed by Friday 14th November 2025

DESCRIPTION - YEAR 2	QUANTITY
WOODEN RULER 30CM / 300MM	1
WRITER PREMIUM EXERCISE BOOK A4 48PGS 18MM DOTTED THIRDS - FLAGS 297X210MM	10
DELI MESH POUCH A4 PENCIL CASE ASSORTED COLOURS (EACH) 330MM X 235MM	1
FABER-CASTELL TRI-GRIP PENCILS COLOURED ASSORTED 12S	2
KLUWELL MY HOME READING YELLOW LEVEL (JUNIOR)	1
STAEDTLER NATURAL JUMBO PENCIL TRIANGULAR 2B EACH	24
DELI WHITEBOARD MARKER COMPACT BULLET POINT BLUE	8
CRAYOLA WHITEBOARD DUSTER CHALK BOARD / WHITE BOARD DUSTER 51-6009B	1
OSMER SCHOOL SCISSORS 155MM, BLUE HANDLE - POLY BAG	2
RAZORLINE DISAPPEARING BLUE GLUE STICK 36GM (EACH)	8
SHARPENER DELI DOUBLE HOLE TUB (EACH)	2
FABER-CASTELL CONNECTOR COLOURING PENS ASSORTED PACK OF 12 / 11-155570	2
OSMER PLASTIC DOCUMENT WALLET A4 CLEAR WITH GUSSET & PRESS BUTTON CLOSURE	2
RAZORLINE TWISTER CRAYONS PKT 12	2
BLACK POLYESTER NAME CARD PENCIL CASE 2 ZIP 4 ASSORTED NEON TRIM 35 X 18CM	1
GUSSPAK DOUBLE SIDED PLAIN/DOTTED THIRDS MAGNETIC STUDENT WHITEBOARD A4 WITH MINI ERASER AND MARKER	1
GUSSPAK PREMIUM MEGA SCRAP BOOK 330MM X 245MM 64 PAGE FSC 100GSM	12
TARGETING HANDWRITING NSW YEAR 2 STUDENT BOOK	1

Educational items for students to own

Year 3

- Below is a list of items that the school recommends for each individual student. (These items were traditionally known as the “Book Pack’ you would’ve collected for your child in previous years)
- Items can be purchased as a pack from Rapid Office Choice for your child to individually own and use. Please follow the link to order your pack - <https://schoolpacks.com.au/swps-bts-portal>

If you are purchasing these items from Rapid Office Choice, please ensure you order by the cut-off date – Friday 14th November. Rapid Office Choice has given us a bulk price discount. There will be no provisions for late orders. Materials will have to be self-sourced if you do not order by the cut-off date.

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Orders must be placed by Friday 14th November 2025

DESCRIPTION - YEAR 3	QUANTITY
OSMER SCHOOL SCISSORS 155MM, BLUE HANDLE - POLY BAG	1
PLASTIC RULER 30CM / 300MM CLEAR	1
BOSTIK GLU STIK 35GM 30840734	4
LYRA ROBINSON GRAPHITE PENCIL HB	12
MAPED SHAKER SHARPENER 2 HOLE (EACH)	1
PAPERMATE PEN INKJOY 100 MEDIUM RED	5
TRI-GRIP PENCILS COLOURED ASSORTED 12S	1
FABER-CASTELL CONNECTOR COLOURING PENS ASSORTED PACK OF 12 / 11-155570	1
MARBIG DISPLAY BOOK - REFILLABLE A4 BLACK	3
PEN INKJOY 300 RETRACTABLE MEDIUM BLUE	8
RAINBOW MY CRAFT STICK ON NOTES FLURO ASSORTED 76MM X 76MM 500 SHEETS	1
DELI WHITEBOARD MARKER BULLET TIP WALLET OF 4 ASSORTED	3
GUSSPAK MAGNETIC MINI WHITEBOARD ERASER WIPER	1
GUSSPAK DOUBLE SIDED PLAIN/DOTTED THIRDS MAGNETIC STUDENT WHITEBOARD A4 WITH MINI ERASER AND MARKER	1
GUSSPAK PREMIUM MEGA SCRAP BOOK 330MM X 245MM 64 PAGE FSC 100GSM	5
GUSSPAK PREMIUM EXERCISE BOOK A4 14MM DOTTED THIRDS 96 PAGE WITH RED MARGIN FSC 70GSM	6
PROTEXT A4 60 SHEET 120PG VISUAL ART DIARY 110GSM ACID FREE CARTRIDGE PAPER - BLACK PP COVER, SILVER WIRE 297X210MM	1
MARBIG SLIMPICK DOCUMENT WALLET FOOLSCAP MANILLA GREEN	1
GUSSPAK PREMIUM GRID BOOK A4 10MM SQUARES 48 PAGE FSC 70GSM	4
TARGETING HANDWRITING VIC MODERN CURSIVE STUDENT BOOK YEAR 3	1

Educational items for students to own

Year 4

- Below is a list of items that the school recommends for each individual student. (These items were traditionally known as the “Book Pack’ you would’ve collected for your child in previous years)
- Items can be purchased as a pack from Rapid Office Choice for your child to individually own and use. Please follow the link to order your pack - <https://schoolpacks.com.au/swps-bts-portal>

If you are purchasing these items from Rapid Office Choice, please ensure you order by the cut-off date – Friday 14th November. Rapid Office Choice has given us a bulk price discount. There will be no provisions for late orders. Materials will have to be self-sourced if you do not order by the cut-off date.

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Orders must be placed by Friday 14th November 2025

DESCRIPTION - YEAR 4	QUANTITY
OSMER SCHOOL SCISSORS 155MM, BLUE HANDLE - POLY BAG	1
PLASTIC RULER 30CM / 300MM CLEAR	1
BOSTIK GLU STIK 35GM 30840734	4
LYRA ROBINSON GRAPHITE PENCIL HB	12
MAPED SHAKER SHARPENER 2 HOLE (EACH)	1
PAPERMATE PEN INKJOY 100 MEDIUM RED	5
TRI-GRIP PENCILS COLOURED ASSORTED 12S	1
FABER-CASTELL CONNECTOR COLOURING PENS ASSORTED PACK OF 12 / 11-155570	1
MARBIG DISPLAY BOOK - REFILLABLE A4 BLACK	3
PEN INKJOY 300 RETRACTABLE MEDIUM BLUE	8
RAINBOW MY CRAFT STICK ON NOTES FLURO ASSORTED 76MM X 76MM 500 SHEETS	1
DELI WHITEBOARD MARKER BULLET TIP WALLET OF 4 ASSORTED	3
GUSSPAK MAGNETIC MINI WHITEBOARD ERASER WIPER	1
GUSSPAK DOUBLE SIDED PLAIN/DOTTED THIRDS MAGNETIC STUDENT WHITEBOARD A4 WITH MINI ERASER AND MARKER	1
GUSSPAK PREMIUM MEGA SCRAP BOOK 330MM X 245MM 64 PAGE FSC 100GSM	5
GUSSPAK PREMIUM EXERCISE BOOK A4 14MM DOTTED THIRDS 96 PAGE WITH RED MARGIN FSC 70GSM	6
PROTEXT A4 60 SHEET 120PG VISUAL ART DIARY 110GSM ACID FREE CARTRIDGE PAPER - BLACK PP COVER, SILVER WIRE 297X210MM	1
MARBIG SLIMPICK DOCUMENT WALLET FOOLSCAP MANILLA GREEN	1
GUSSPAK PREMIUM GRID BOOK A4 10MM SQUARES 48 PAGE FSC 70GSM	4
TARGETING HANDWRITING VIC MODERN CURSIVE STUDENT BOOK YEAR 4	1

Educational items for students to own

Year 5/6

- Below is a list of items that the school recommends for each individual student. (These items were traditionally known as the “Book Pack’ you would’ve collected for your child in previous years)
- Items can be purchased as a pack from Rapid Office Choice for your child to individually own and use. Please follow the link to order your pack - <https://schoolpacks.com.au/swps-bts-portal>

If you are purchasing these items from Rapid Office Choice, please ensure you order by the cut-off date – Friday 14th November. Rapid Office Choice has given us a bulk price discount. There will be no provisions for late orders. Materials will have to be self-sourced if you do not order by the cut-off date.

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DESCRIPTION - YEAR 5/6	QUANTITY
LYRA ROBINSON GRAPHITE HB PENCIL EACH	8
DELI LARGE PENCIL ERASER PVC FREE 54 X 20 X 10MM WITH SLEEVE	2
MARBIG SLIMPICK DOCUMENT WALLET FOOLSCAP MANILLA BLUE	1
OSMER SCHOOL SCISSORS 155MM, BLUE HANDLE - POLY BAG	1
WRITER PREMIUM A4 48PG PRIMARY GRID BOOK PAINT BRUSH 10X5MM GRID	2
BOSTIK GLU STIK 35GM 30840734	6
MAPED SHAKER SHARPENER 2 HOLE (EACH)	1
PAPERMATE PEN INKJOY 100 MEDIUM RED	4
PAPERMATE PEN INKJOY 100 MEDIUM BLUE	4
FABER-CASTELL TRI-GRIP PENCILS COLOURED ASSORTED 12S	1
TEXTA COLOURING MARKERS ASSORTED PK24	1
POST-IT R335-YL POP UP NOTES REFILLS 76X76MM LINED YELLOW 70005293611 (EACH)	1
DELI WHITEBOARD MARKERS BLUE EACH	4
MARBIG SLIMPICK DOCUMENT WALLET BUFF	1
MARBIG SLIMPICK DOCUMENT WALLET FOOLSCAP MANILLA GREEN	1
MARBIG SLIMPICK DOCUMENT WALLET FOOLSCAP MANILLA PURPLE	1
PAPERMATE PEN INKJOY 100 MEDIUM BLACK	4
GUSSPAK DOUBLE SIDED PLAIN/DOTTED THIRDS MAGNETIC STUDENT WHITEBOARD A4 WITH MINI ERASER AND MARKER	1
LUMOCOLOR MAGNETIC MINI WHITEBOARD ERASER WIPER	1
DELI 30CM FLEXIRULER ASSORTED COLOURS (EACH)	1
GUSSPAK PREMIUM MEGA SCRAP BOOK 330MM X 245MM 64 PAGE FSC 100GSM	3
GUSSPAK PREMIUM EXERCISE BOOK A4 8MM RULED 64 PAGE WITH RED MARGIN FSC 70GSM	5
WRITER PREMIUM A4 PROJECT BOOK 64PG PLAIN/8MM RULED + MARGIN	1
SHARPIE FINE POINT PERMANENT MARKER 1.0MM BLACK (EACH)	1
BANTEX DISPLAY BOOK FIXED INSERT PP A4 20 POCKETS NAVY	1
OSMER RECYCLED HIGHLIGHTERS WALLET OF 4 VCOP COLOURS - YELLOW, PINK, GREEN AND BLUE	1
SPIRAX P560 PP NOTEPAD 8MM RULED 96 PAGE	1