Sunbury West
PRIMARY SCHOOL

Dear Parent / Guardian,

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

Sunbury West 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: Jane Clendenning on 9740 8666 or sunbury.west.ps@education.vic.gov.au

If you need an interpreter, please contact 03 9605 3053 and give our school's phone number 03 9740 8666. 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

Inga Wilson — **Principal**

Shane Mattox — **School Council President**

55 Cornish Street, Sunbury VIC 3429
P +61 3 9740 8666 E sunbury.west.ps@education.vic.gov.au
www.sunburywestps.vic.edu.au

SUNBURY WEST 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.	$115.00	$[parent to complete]

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	$15.00	$[parent to complete]

Extra-curricular items and activities

Sunbury West 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
- school photos
- social events like formals.

We have provided 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
School Photos	**$40 - $80**	**TBD**	
Prep Excursions	**$50**	**TBD**	

Prep Polo Printing – Parent to supply own School Polo	**$10**	**TBD**	
Year 1/2 Excursions	**$75**	**TBD**	
Year 3/4 Excursions	**$75**	**TBD**	
Year 5/6 Excursions	**$150**	**TBD**	
Yr 6 Graduation	**$30**	**TBD**	
Year 6 Jackets / Polos	**$30-$60 ea**	**TBD**	
Grade 5/6 Camp – September 2027	**$450**	**TBD**	
Whole School Events / Excursions	**$60**	**TBD**	
Interschool Sports Events (Yrs 3-6)	**$40**	**TBD**	
Total Extra-curricular Items and Activities	**TBD**		

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.

Sunbury West Primary School has an arrangement with the following supplier for the materials that you can buy: **Rapid Office Choice**.

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: 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 13th November 2026.** 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.

Order cut-off date Friday 13th November 2026

If you would like to buy items to own that are not from this supplier please see the recommended list attached.

Financial help for families

Sunbury West 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
- Limited Second hand uniform sales at the 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:

Jane Clendenning

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

Payment methods

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

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

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

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 of Education's Parent Contributions policy and guidance, Financial Help for Families policy, and any other relevant information.

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 will 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 to the department's Parent Contributions policy.

Educational items for students to own - Prep

- Below is a list of items that the school recommends for each individual student.
- 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**

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

Order cut-off date- Friday 13th November 2026

DESCRIPTION - PREP	QUANTITY
Staedtler 126 Noris Club Maxi Learner Coloured Pencil, 12 Sided 4.0mm Lead For Small Hands - Assorted Pack of 10	3
Olympic Exercise Book E254 A4 48 Page 25mm Feint Ruled (197728)	1
Deli Mesh Pouch A4 Pencil Case Assorted ZIP Colours (Each) 330mm x 235mm	1
STAEDTLER NATURAL JUMBO PENCIL TRIANGULAR 2B EACH	4
Kluwell My Home Reading Yellow Level (Junior) 10th Edition	1
BOSTIK GLU STIK 35gm 30840734	4
OSMER SCHOOL SCISSORS 155mm, Blue Handle - Poly Bag	1
Deli 2 Hole Barrel Sharpener Assorted Colours	1
DELI WHITEBOARD MARKERS Blue Each	6
Faber-Castell Connector Pen Colour Markers, Assorted Pack of 12 (11-155570)	1
CRAYOLA WHITEBOARD DUSTER Chalk Board / White Board Duster Non-Magnetic Whiteboard Eraser (51-6009B)	1
Gusspak A4 Double-Sided Plain Magnetic Student Whiteboard With Mini Eraser And Marker	1
Gusspak Premium Mega Scrap Book 330mm x 245mm 64 Page FSC 100gsm	10
Gusspak 330mm x 240mm Story Book Top 1/2 Plain Bottom 1/2 24mm Solid Ruled 100gsm 64pg	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.

- 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**

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

Order cut-off date- Friday 13th November 2026

DESCRIPTION – YEAR 1	QUANTITY
Wooden Ruler 30cm / 300mm	1
Kluwell My Home Reading Yellow Level (Junior) 10th Edition	1
Gusspak Premium Writing Book 24mm Dotted Thirds 64 Page (330mm x 245mm) with Red Margin FSC 70gsm	9
Deli Mesh Pouch A4 Pencil Case Assorted ZIP Colours (Each) 330mm x 235mm	2
STAEDTLER NATURAL JUMBO PENCIL TRIANGULAR 2B EACH	24
Deli Tri-Grip Coloured Pencils Pack of 12	2
CRAYOLA WHITEBOARD DUSTER Chalk Board / White Board Duster Non-Magnetic Whiteboard Eraser (51-6009B)	1
OSMER SCHOOL SCISSORS 155mm, Blue Handle - Poly Bag	2
Razorline Disappearing Blue Glue Stick 36gm (Each)	8
Faber-Castell Connector Pen Colour Markers, Assorted Pack of 12 (11-155570)	2
Osmer Plastic Document Wallet A4 Clear With Gusset & Press Button Closure	2
Deli Large Twist Crayons Assorted Colours Pack of 12	2
Gusspak A4 Double Sided Plain / 24mm Dotted Thirds Magnetic Student Whiteboard with Mini Eraser and Marker	1
Gusspak Premium Mega Scrap Book 330mm x 245mm 64 Page FSC 100gsm	10
Targeting Handwriting NSW Year 1 Student Book	1
STAEDTLER 351 DRYSAFE WHITEBOARD MARKER Blue	8
MAPED SHAKER SHARPENER 2 HOLE BLUE & GREEN (EACH)	2

Educational items for students to own – Year 2

- Below is a list of items that the school recommends for each individual student.
- 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**

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

Order cut-off date- Friday 13th November 2026

DESCRIPTION – Year 2	QUANTITY
Wooden Ruler 30cm / 300mm	1
WRITER PREMIUM EXERCISE BOOK A4 48pgs 18mm Dotted Thirds - Flags 297x210mm	8
Deli Mesh Pouch A4 Pencil Case Assorted ZIP Colours (Each) 330mm x 235mm	2
Deli Tri-Grip Coloured Pencils Pack of 12	2
Kluwell My Home Reading Yellow Level (Junior) 10th Edition	1
STAEDTLER NATURAL JUMBO PENCIL TRIANGULAR 2B EACH	24
CRAYOLA WHITEBOARD DUSTER Chalk Board / White Board Duster Non-Magnetic Whiteboard Eraser (51-6009B)	1
OSMER SCHOOL SCISSORS 155mm, Blue Handle - Poly Bag	2
Razorline Disappearing Blue Glue Stick 36gm (Each)	8
Faber-Castell Connector Pen Colour Markers, Assorted Pack of 12 (11-155570)	2
Osmer Plastic Document Wallet A4 Clear With Gusset & Press Button Closure	2
Deli Large Twist Crayons Assorted Colours Pack of 12	2
Gusspak A4 Double Sided Plain / 24mm Dotted Thirds Magnetic Student Whiteboard with Mini Eraser and Marker	1
Gusspak Premium Mega Scrap Book 330mm x 245mm 64 Page FSC 100gsm	10
Targeting Handwriting NSW Year 2 Student Book	1
STAEDTLER 351 DRYSAFE WHITEBOARD MARKER Blue	8
MAPED SHAKER SHARPENER 2 HOLE BLUE & GREEN (EACH)	2

Educational items for students to own – Year 3

- Below is a list of items that the school recommends for each individual student.
- 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**

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

Order cut-off date- Friday 13th November 2026

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 BLUE & GREEN (EACH)	1
PAPERMATE PEN INKJOY 100 Medium Red	5
Deli Tri-Grip Coloured Pencils Pack of 12	1
Faber-Castell Connector Pen Colour Markers, 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 Mini Magnetic Whiteboard Eraser 50mm x 50mm	1
MARBIG SLIMPICK DOCUMENT WALLET FOOLSCAP MANILLA GREEN	1
TARGETING HANDWRITING : VIC MODERN CURSIVE STUDENT BOOK Year 3	1
Gusspak A4 Double Sided Plain / 24mm Dotted Thirds Magnetic Student Whiteboard with Mini Eraser and Marker	1
BLUE BOOK SCRAP BOOK 72PG 70GSM BOARD COVER 330 X 240MM	5
Writer Premium Writing Book - 64 Pages, 14mm Dotted Thirds + Margin (Ref: Brick/ Lego), 70gsm, 330 x 245mm	6
Gusspak Premium 70gsm Grid Book A4 10mm Squares 96 Page FSC	4

Educational items for students to own – Year 4

- Below is a list of items that the school recommends for each individual student.

- 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**

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

Order cut-off date- Friday 13th November 2026

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 BLUE & GREEN (EACH)	1
PAPERMATE PEN INKJOY 100 Medium Red	5
Deli Tri-Grip Coloured Pencils Pack of	1
Faber-Castell Connector Pen Colour Markers, Assorted Pack of 12 (11-155570)	1
MARBIG DISPLAY BOOK - REFILLABLE A4 BLACK	2
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 Mini Magnetic Whiteboard Eraser 50mm x 50mm	1
MARBIG SLIMPICK DOCUMENT WALLET FOOLSCAP MANILLA GREEN	1
TARGETING HANDWRITING : VIC MODERN CURSIVE STUDENT BOOK Year 4	1
Gusspak A4 Double Sided Plain / 24mm Dotted Thirds Magnetic Student Whiteboard with Mini Eraser and Marker	1
Gusspak Premium 70gsm Grid Book A4 10mm Squares 96 Page FSC	4
Writer Premium Writing Book - 64 Pages, 14mm Dotted Thirds + Margin (Ref: Brick/ Lego), 70gsm, 330 x 245mm	6
BLUE BOOK SCRAP BOOK 72PG 70GSM BOARD COVER 330 X 240MM	5

Educational items for students to own – Year 5/6

- Below is a list of items that the school recommends for each individual student.
- 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**

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

Order cut-off date- Friday 13th November 2026

DESCRIPTION – Year 5/6	QUANTITY
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	1
BOSTIK GLU STIK 35gm 30840734	6
MAPED SHAKER SHARPENER 2 HOLE BLUE & GREEN (EACH)	1
PAPERMATE PEN INKJOY 100 Medium Red	4
PAPERMATE PEN INKJOY 100 Medium Blue	4
Deli Tri-Grip Coloured Pencils Pack of 12	1
Staedtler 327 Luna Fibre-Tip Pens - Box of 24 Assorted Colours	1
DELI WHITEBOARD MARKERS Blue Each	4
MARBIG SLIMPICK DOCUMENT WALLET Buff	1
MARBIG SLIMPICK DOCUMENT WALLET FOOLSCAP MANILLA GREEN	1
PAPERMATE PEN INKJOY 100 Medium Black	4
Gusspak A4 Double Sided Plain / 24mm Dotted Thirds Magnetic Student Whiteboard with Mini Eraser and Marker	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	2
Sharpie Fine Point Permanent Marker 1.0mm Black (Each) SAN-S30051	1
BANTEX DISPLAY BOOK FIXED INSERT PP A4 20 POCKETS NAVY	1
OSMER (OH929W) RECYCLED HIGHLIGHTERS WALLET OF 4 VCOP COLOURS - Yellow, Pink, Green and Blue	1
SPIRAX P560 PP NOTEPAD 8mm Ruled 96Pg 112x77mm T O	1
Bantex Document Wallet Manilla 230gsm FC - Purple	1
STAEDTLER 110 TRADITION HB PENCIL Each	8
RAZORLINE YELLOW STICKY NOTES 76X76 (EACH)	1