



22nd October 2025

Dear Parent/Guardian,

Billanook Primary School is looking forward to another great year of teaching and learning. Please see below for information regarding our voluntary financial contributions for 2026.

Schools provide students with free instruction to deliver the standard Victorian Curriculum. Contributions towards your child/ren education contribute to providing additional learning tools that compliment the standard curriculum. All fees are voluntary, fortunately at Billanook Primary School we have a very high contribution collection rate. 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, this support will allow us to continue to provide a 1 to 1 device program for our Level 5/6 students, we will also be able to continue to provide laptops to share on a ratio of 1:2 for our Level 3/4 students. It allows us to maintain our fleet of iPads that are used from Foundation to Level 2. The contribution to the Grounds and Maintenance fund provides the school with the financial resources to continually update and maintain our yard spaces.

In 2026 we are continuing a Kitchen Garden Program for our level 3 and 4 students.

Department of Education guidelines now mandate that schools are unable to provide parents with a statement of fees.

Ordering Student Book Back and Payment Method is the same as 2025. No stationary will be collected from school.

Order your Student Booklist Pack and pay your financial contributions at <https://booklist.officebrands.com.au/Croydon> please see attached flyer for ordering information and instructions.

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

Yours sincerely,

Michael Puddy
Principal

Mel Alexander
School Council President



BILLANOOK PRIMARY SCHOOL 2026 FINANCIAL CONTRIBUTIONS



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables, materials & equipment <ul style="list-style-type: none"> • English – book boxes, class sets, novels, readers • Mathematics – numeracy blocks, calculators, textbooks, maths kits • Science – ingredients, books, shared classroom materials • Art – paint, crayons, clay, glitter, coloured paper, card, material • Sport – equipment, ribbons, materials • Library – books & subscriptions • Printing – copying of worksheets and learning materials 	\$140.00
ICT Learning Programs / Digital Technologies Digital Subscriptions to Essential Assessment, Cyber Safety Computer Software, Technical Support, Provision of devices from the shared classroom sets.	\$ 56.00 (Lvl F-2) \$ 52.00 (Lvl 3-6) \$ 65.00
Level 3/4 Kitchen Garden Program	\$ 100.00
Curriculum Contributions- TOTAL	\$261.00 (Lvl F-2) \$357.00 (Lvl 3-4) \$257.00 (Lvl 5-6)
Education items for students to own	
Student Booklist Pack purchased separately through https://booklist.officebrands.com.au/Croydon - dollar amount varies for each year level	Plus, student booklist pack
Other Contributions - for non-curriculum items and activities	Amount
First Aid – (per student) First aid materials and supplies	\$20.00
Grounds & Maintenance – (per family) Grounds and Maintenance contributions are used to assist in maintaining the school's grounds, this includes larger scale works that cannot be completed at working bees.	\$60.00

Educational items for students to own

To access the list of items that the school recommends you purchase from Ross Office Supplies for your child to individually own and use, please see attached flyer with instructions on how to access the Student Booklist for you to download.

Extra-Curricular Items and Activities

Billanook Primary 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.

Extra-Curricular Items and Activities – User Pays Basis	Amount
Optional school photos	\$TBA
Optional school camp for years 3-6	\$TBA
Optional interschool sports, athletics, cross country	\$TBA
Other optional incursions and excursions to be scheduled	\$TBA
Optional level 6 graduation and level 6 uniform	\$TBA

Financial Support for Families

Billanook 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. If you think you will have difficulty making payments, please contact Lani Hetheron, Business Manager, via the General Office, to discuss possible support options and flexible payment arrangements. Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential. For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact our Business Manager:

Lani Hetheron

Lani.hetheron@education.vic.gov.au

Phone: (03) 9728 2624

Payment methods

Order your Student Booklist Pack and pay your financial contributions at

<https://booklist.officebrands.com.au/Croydon> please see attached flyer for ordering information and instructions.

Refunds

Our school will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. Generally, we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment.

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 standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- 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	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	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.

2026 BOOKLISTS & CURRICULUM CONTRIBUTIONS

Open for ordering **Friday 24 October 2025**

Last day for ordering **Thursday 11 December 2025***

ORDER ONLINE



1. Go to Booklist Website

booklist.officebrands.com.au/croydon

- Enter School Access Code: **kookaburra26**
- Select Create an Order

2. Enter Details (Separate orders are required for each student but with single payment on completion)

- Enter your child's name and select their year level for **2026**.

3. Create your order

- School predefined quantities for each product are displayed but can be adjusted if required.
- When finished, click on Add to Cart
Review your order; (click on Edit Order if required).
- Select Checkout or Add another Student

4. Checkout

- Enter your details.
- Delivery / Collection Details; please select Collect at School*
- Click Next

**BOOK PACKS WILL BE DELIVERED TO THE CLASSROOM AND AVAILABLE ON THE FIRST DAY OF TERM 1, 2026.*

5. Select payment type and submit your order

An order confirmation will be sent to the email address on your order.

IMPORTANT INFORMATION

**Late orders will be accepted after 11 December 2025 but will incur a \$15 late fee and may not be available for the start of school so Please do not delay.*

*Anyone experiencing financial hardship is invited to contact the school office **BEFORE 11 December 2025**.*

We are here to help. Any problems just call us on 03 9839 8400

Booklists by ROSS OFFICE SUPPLIES. 11 Lacey Street, Croydon, VIC 3136