Billanook Primary School
School No. 5193
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30th October 2026

Dear Parents,

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

Billanook 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: Business Manager - Lani Hetherton Ph: 03) 9728 2624 Email: lani.hetherton@education.vic.gov.au

If you need an interpreter, please contact 03 9605 3053 and give our school's phone number - *03) 9728 2624.* 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,

Kris Johnson
Principal

Mel Alexander
School Council President

Billanook 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. Foundation, Level 1 and Level 2 Level 3 and Level 4 Level 5 and Level 6	 $ 310.50 $ 410.50 $ 310.50	

Extra-curricular items and activities

Billanook 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
- class photos
- social events like graduation.

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. Billanook Primary School has an arrangement with the following supplier for the materials that you can buy: **Ross Office Supplies**

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://booklist.officebrands.com.au/Croydon

If you would like to buy items to own that are not from this supplier, you can contact Lani Hetherton Business Manager for information about voluntary contributions and supplies that will be used.

Financial help for families

Billanook 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
- Second hand uniform store / sales [We aim to have one sale each term]

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:
Lani Hetherton
Ph: 03 9728 2624 | Email: lani.hetherton@education.vic.gov.au

Payment methods

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 must 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 the department's Parent Contributions policy.

Billanook PRIMARY SCHOOL

Office National
Ross Office Supplies

2027 BOOKLISTS & CURRICULUM CONTRIBUTIONS

OPEN FOR ORDERING	ORDER BY
Friday 23 October 2026	**Thursday 10 December 2026**

Book packs will be delivered to the classroom and available on the first day of Term 1, 2027.

ORDER ONLINE

4 simple steps

SCAN TO ORDER

booklist.officebrands.com.au
/croydon

SCHOOL ACCESS CODE

kookaburra27

1 Create an order
Open the website (or scan the QR code), enter the access code and select "Create an Order".

2 Add each student
Enter your child's name and 2027 year level. Use a separate order for each student - you can pay for all orders together.

3 Review the booklist
School quantities are pre-set but can be adjusted. When ready, add the order to your cart.

4 Checkout
Enter your details, select "Collect at School", choose payment method and submit. A confirmation email will be sent to you.

LATE ORDERS
Orders after 10 December are accepted with a $15 late fee and may not be ready for the start of school.

Financial hardship? Please contact the school office before 10 December 2026.

Need help? Call Ross Office Supplies on 03 9839 8400