



HARTWELL PRIMARY SCHOOL 4055

18th November 2025

Dear Parent/Guardian,

As we begin another school year, we want to take a moment to thank you for your continued support and dedication to our school community. Hartwell Primary School appreciates and relies on the generosity of every family's time and contributions, and we are looking forward to another great year of teaching and learning.

We would like to share with you Hartwell Primary School's Parent Payments for 2026. After careful consideration of the current financial environment and burdens on families, School Council have made the decision to increase the Curriculum Contributions by \$50 in 2026. We have also introduced a First Aid Levy to ensure we are able to provide a quality First Aid program, including the ability to have a dedicated First Aid staff member on duty each day.

Your contributions are invaluable in enhancing our school programs, providing necessary resources, and supporting our extracurricular activities. As has previously been communicated and is attached please find information about the ways these contributions ensure a high quality educational experience for our students.

**In order for our school to continue to provide outstanding facilities and resources in 2026 we invite you to complete this in the following way:**

**1 – Payment online via QKR** Please note, payments will be accepted via QKR until 4pm Friday 12<sup>th</sup> December 2025. QKR will again be available from Monday 19<sup>th</sup> January 2026. Payments can be made either in full or via 2 instalments.

**2 – Full Payment in January – this can be done when collecting the student resource book pack**

**3 – Payment in more instalments** – If you would like to make your contributions by three or more instalments, alternative contribution methods or payment contribution dates can be arranged to suit your preferences – Please contact the office via email to arrange – [hartwell.ps@education.vic.gov.au](mailto:hartwell.ps@education.vic.gov.au) or call 9889 4012 by Friday 30<sup>th</sup> January 2026. Reminders will be sent out prior to each date and parents/carers can change or opt out of their contributions at any time.

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

#### STUDENT RESOURCES BOOK PACKS

The School Office will be open on **Wednesday 21 January from 8:30am-12:00pm for families with surnames A-L** and **Thursday 22nd January 8:30am-12:00pm for families with surnames M-Z** to pick up their book packs. Alternatively, book packs can be picked up on **Tuesday 27th January between 8:00am-3:00pm**.

Curriculum Contribution Payments can be made at the office when picking up book packs.

Yours sincerely,

Aaron Sudholz  
School Council

Lisa Banks  
Principal

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	Amount per student
<i>Classroom consumables (including Book Packs)</i>	\$140
<i>Other consumables - English, Maths &amp; Specialist (Art, Science, Music, PE, Italian, Mandarin)</i>	\$110
<i>Online Subscriptions per child: Numeracy Subscriptions (Mathletics), Literacy Subscriptions (Wushka), Classroom Subscriptions and Apps</i>	\$90
<i>ICT - provision of devices (Laptops, iPads, Electronic White Boards) from the shared classroom sets, cybersafety programs and the employment of an additional Technician</i>	\$150
<i>Printing and photocopying of worksheets and learning materials</i>	\$40
<i>Student wellbeing programs including The Resilience Project workbook</i>	\$40
<b>TOTAL CURRICULUM CONTRIBUTIONS</b>	<b>\$570</b>
<b>Other Contributions</b> - for non-curriculum items and activities	Amount
<i>First Aid Levy to support the provisions of a quality First Aid Program including the 'First Aid Officer' who is on duty between 10:00am and 3:00pm Monday-Friday</i>	\$100
<i>School grounds maintenance and improvements (includes employment of a regular handyman for building maintenance, gardener for grounds upkeep, 3 yr Painting Plan)</i>	\$60
<b>TOTAL OTHER CONTRIBUTIONS</b>	<b>\$160</b>
<b>TOTAL</b>	<b>\$730</b>
<b>Tax deductible contributions</b>	
<i><b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</i>	\$ (\$80 suggested)
<i><b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.</i>	\$ (\$80 suggested)
<b>TAX DEDUCTIBLE CONTRIBUTIONS</b>	<b>\$</b>
<b>FINAL TOTAL</b> (Including Curriculum contributions, Other contributions and Tax Deductible contributions)	<b>\$</b>

Student Name: \_\_\_\_\_ 2026 Yr Level: \_\_\_\_\_

Payment can be made at the office on the day of the Student Resource Book Pack collection.  
If paying via Qkr please bring a copy of receipt on your phone for Student Resource Book Pack collection.

### Preferred Method of Payment – Qkr App

**Payment Methods:** *Curriculum Contributions are available to be paid in one of three options*

**Option One:** Contributions in full are requested by Friday 30th January 2026. (via Qkr or at the office)

#### **Option Two: 2 instalments:**

*1<sup>st</sup> instalment due by Friday 30<sup>th</sup> January 2026 (via Qkr or at the office)*

*2<sup>nd</sup> instalment due by Friday 27<sup>th</sup> March 2026 (via Qkr or at the office)*

#### **Option Three: 3 or more instalments:**

*Contact the school by Friday 30<sup>th</sup> January 2026 to discuss instalment options*

#### **Instalments**

If you would like to make your contributions by 2 instalments, this can be found on Qkr. If you would prefer to make payment 3 or more instalments, payment contribution dates can be arranged to suit your preferences – Please contact the office via email to arrange – [hartwell.ps@education.vic.gov.au](mailto:hartwell.ps@education.vic.gov.au) or call 9889 4012 **by Friday 30th January 2026**. Reminders will be sent out prior to each date and parents/carers can change or opt out of their contributions at any time.

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### Financial Support for Families

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

- the Camps, Sports and Excursions Fund – a form is available from the school office.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: *Lisa Banks – Principal* Ph: 03 9889 4012 | Email: [hartwell.ps@education.vic.gov.au](mailto:hartwell.ps@education.vic.gov.au)

### Refunds

Parent requests for refunds are subject to the discretion of the school principal and are considered on a case-by-case basis. Full or partial refunds may 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 Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.

Curriculum & Other Contributions: Where payment has been received for the curriculum and other contributions and the student is exiting the school, a pro-rata refund, dependent on the number of terms the student has been enrolled at the school for, may be applicable.

# 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

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 Curriculum Contributions payment arrangements and publish all requests and communications for each year level on their school website for transparency.