



## SERPELL PRIMARY SCHOOL

Tuckers Road, Templestowe, 3106

ABN 59 348 376 138

Telephone: 03 9842 8182

Email: [serpell.ps@education.vic.gov.au](mailto:serpell.ps@education.vic.gov.au)

No. 5168

31 October 2025

Dear Parent/Guardian,

Serpell Primary School is looking forward to another great year of teaching and learning and would like to advise you that Serpell's voluntary Parent Financial Contribution for 2026 will once again be \$200. This will include all your child's stationery supplies that will be used in class and brought home at the end of the school year. *We are very proud of our financial planning where we are able to keep costs to an absolute minimum for our families and be able to deliver first class education.*

### 1. EXTRA-CURRICULAR ITEMS AND ACTIVITIES (compulsory)

- Our Excursion/Incursion Levy is \$100 for all year levels. This amount covers all excursions and incursions that your child participates in throughout the year (excluding swimming and camp).
- An additional \$60 Senior School Sport Levy for year 6 students to cover the Interschool Sport program.
- If your child has any SSB or CSEF left in your family account, the above charges will be deducted from that balance until all has been expended.
- The above charges will be invoiced on XUNO at the beginning of 2026 for approval and payment (if applicable).

### 2. HEALTH CARE CARD HOLDERS

- If you have a valid Health Care Card you are entitled to the Camps, Sport and Excursion Fund (CSEF). You will need to pick up a 2026 application form from the office and submit it along with your valid Health Care Card before **Monday 2<sup>nd</sup> February 2026**.

### 3. SWIMMING PROGRAM & CAMP (User pay)

- The swimming program is offered to all students in Prep to Year 6. The fee is calculated and payable on XUNO prior to the event.
- Camps are offered from Year 3 to 6 at Serpell PS. Costs vary from year to year and are payable via XUNO prior to the event.
- If your child has any SSB or CSEF left in your family account, the above charges will be deducted from that balance until all has been expended leaving you a balance to pay.

As one of the top 5 performing schools in Victoria, our school payments are exceptionally low when compared to other schools and we strive to keep costs to a minimum for our families.

Having 100% of our families pay, means our school can provide students with exceptional 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.

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

Yours sincerely,

Wilma Culton  
Principal

Suhaila Qader  
School Council President





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Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Year Prep to 6 Book Bag – delivered to your home</i> <i>Prep students will receive their take home reader bag from their class teacher in 2026</i> <i>Year 6 students will receive their 2026 Diary from their class teacher</i> <i>Victorian Curriculum Handwriting Book (years Prep – 4) compulsory</i> <i>These items will belong to the student for them to bring home at the end of the year</i>	\$100.00
<i>Year Prep to 6 classroom consumables, materials &amp; equipment</i> <ul style="list-style-type: none"><li>• Art – e.g. paint, crayons, canvas, glitter, coloured paper</li><li>• Mathematics – e.g. numeracy blocks</li><li>• English – e.g. book boxes</li><li>• Sports – equipment</li></ul>	\$30.00
<i>Year Prep to 6 Online Subscriptions</i> <ul style="list-style-type: none"><li>• Athletics</li><li>• Reading Eggs</li><li>• Seesaw</li><li>• Mangahigh</li><li>• Brainpop</li></ul>	\$60.00
<i>Year Prep to 6 Integrated Subjects – e.g. STEM, Leadership, Digital Technology</i>	\$10.00
<b>Total Curriculum Contributions</b>	<b>\$200.00</b>

### Extra-Curricular Items and Activities

Serpell 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 and will be offered throughout the year such as swimming, camps (year 3 to 6), excursions and incursions.

You will receive an Invoice for payment on XUNO at the beginning of 2026 for the **Excursion/Incursion Levy** (\$100) plus the Senior Sport Levy (Year 6 \$60 if applicable). The amount invoiced will be LESS any carry-over SSB and CSEF, regardless of the amount owing you will need to 'Approve' on XUNO in 2026.

***This is the only format for paying this outstanding amount.***

### Financial Support for Families:

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

- the Camps, Sports and Excursions Fund (CSEF) for eligible Health Care Card Holders
- State School Relief (SSR)

*For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Business Manager, 9842 8182 or email [serpell.ps@education.vic.gov.au](mailto:serpell.ps@education.vic.gov.au)*

### 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's Parent Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.





**Office National**

Ross Office Supplies

Open for ordering **Friday 31 October 2025**

Last day for ordering **Tuesday 30 December 2025\***

## Payment method



**1. Go to [booklist.officebrands.com.au/croydon](http://booklist.officebrands.com.au/croydon)**

- Enter the unique School Access Code: **summerbreak26**
- Select: Create an Order

**2. Enter Details - separate orders are required for each child**

- Enter your child's name, Student Code and select their year level for **2026**

**3. Create your order**

- When finished, click on: Add order to Cart
- Review your order: Check Name and Year Level (2025) – edit order if required
- Select: Checkout OR Add Another Student

**4. Checkout**

- Enter you details
- Please select Home Delivery from the drop-down menu
  - Home Delivery fees are \$17.50 – 1 Pack, \$21.90 – 2 packs, \$25.95 – 3+ Packs
  - Include any special instructions for delivery *i.e. leave on front step*

**5. Payment – select payment type and submit your order**

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

**MAKE SURE YOU HAVE ENTERED YOUR CHILD'S YEAR LEVEL FOR 2026**

LATE ORDERS will be accepted after 30 December 2025 but will incur a \$15 late fee and may not be available for the start of school so please do not delay.

**\*ORDER BEFORE 30<sup>th</sup> DECEMBER 2025 TO AVOID A LATE FEE**

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

## 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.