

16 September 2025

Dear Parents and Carers

William Ruthven Primary School is looking forward to another great year of teaching and learning and would like to advise you of our school's voluntary financial contributions for 2026. In addition to this, we are also including information about the 2026 'user pays' stationery packs.

Voluntary contributions

Can be paid via Compass or directly to the school. Schools provide students with free 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 is through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

The financial contributions of families in the past have allowed us to:

- Update our school's reading program
- Provide more hands-on materials for problem solving in mathematics
- Establish a robotics program
- Purchase materials to support creativity and exploration in our music, art and science programs
- Ensure all students have access to sports equipment to develop active and healthy children
- Enhance outdoor learning and play spaces for students.

Stationery packs

A parent portal is available to purchase the 2026 stationery packs through Rapid Office Supplies. The stationery packs have been capped at a maximum of \$36.00 per student. The school has negotiated special 'back to school' pricing with Rapid Office Supplies resulting in an overall **20% - 30% discount**.

The stationery items are for your child to individually own and use at school. The portal for purchasing the stationery packs will remain **open until (Close of Business) 19 December 2025**.

The portal website is: [Schools - William Ruthven Primary School - School Packs](#).

Your child's stationery pack will be delivered to the school in January 2026. Classroom teachers request that the stationery packs stay at school for labelling (that is, not collected/taken home).

If purchasing from stationery supplies directly from the school after 19 December 2025, a \$15.00 administrative fee will be added to the cost of each stationery pack.

Curriculum and other contributions are listed on page 2, with information about how to make payment for these contributions on page 4. The school would appreciate payment for these contributions to be made **19 December 2025**.

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

Yours sincerely

Cleo Ndalians
Acting Principal

Sharon Hitchman
School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Specialist consumables, materials & equipment</i> - Visual arts supplies (\$10.00) - Science and Robotics materials and equipment (\$10.00) - Physical Education and sports equipment (\$10.00) - Music materials and equipment (\$10.00) - Auslan learning materials (\$5.00)	\$45.00
<i>ICT devices – Provision and upkeep of shared school laptop devices and iPads</i>	\$15.00
Total Curriculum Contributions	\$60.00

Other Contributions - for non-curriculum items and activities	Amount
<i>First aid equipment</i>	\$5.00
Playground and school maintenance/improvements	\$25.00
Total Other Contributions	\$30.00

Tax deductible contributions	
Library fund. A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$10.00 (Suggested)

Educational items for students to own

Attached on page 5 is a list of items that the school recommends you purchase from Rapid Office Supplies for your child to individually own and use at school. The school has negotiated special 'back to school' pricing with Rapid Office Supplies resulting in an overall 20% - 30% discount in the cost of the stationery. For 2026, the school has capped the cost of the stationery packs at a maximum of \$36.00 (including GST).

If purchasing from stationery supplies directly from the school after **19 December 2025**, a \$15.00 administrative fee will be added to the cost of each stationery pack.

Educational items the school will own

The school will own and provide a class set of whiteboard erasers for students to use.

Extra-Curricular Items and activities – provided on a user-pays basis

William Ruthven Primary School offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum. The cost of extra-curricular items and activities will be advised throughout the year.

Extra-Curricular Items and Activities	Amount
Optional school photographs	User pays
Optional extra-curricular activities (to be scheduled)	User pays
Optional Year 5 & 6 camp (to be scheduled)	User pays
Optional Year 4, 5 & 6 Athletics and Cross-Country events (to be scheduled)	User pays
Optional Year 5 & 6 Interschool Sports competition (to be scheduled)	User pays
Swimming program	Cost TBC
Total Extra-Curricular Items and Activities	User pays

Financial Support for Families

William Ruthven 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 (SSR)
- Free second-hand uniforms
- Payment plans for Extra-Curricular activities.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Rachel Rowe (Business Manager) by telephone on 9460 1668 or via email at Rachel.Rowe@education.vic.gov.au.

Total

Category	Suggested Totals	Totals
Curriculum Contributions	\$60.00	\$
Other Contributions (Non-tax deductible)	\$30.00	\$
(Tax-deductible)	\$10.00	\$
Extra-Curricular Items and Activities	TBC	TBC
Total	\$100.00	\$

Payment methods

William Ruthven Primary School's preferred method of payment is via direct deposit to the school's bank account. Where families choose not to use direct deposit, they can make payment via EFTPOS/credit card or pay in person using cash.

William Ruthven Primary School Council official account

BSB 063 385

Account 10044861

(Please state student's name in the online banking reference)

Please note: *Educational items for students to own* are purchased directly through Rapid Office Supplies via their portal. The cut-off date for accessing the 'back to school' pricing is **19 December 2025**. Your child's stationery pack will be delivered to the school, at no cost, in January 2026.

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.

Prep: Educational items for students to own: Rapid Office Supplies price **\$35.75** (including GST)

Gusspak premium mega scrap book 330mm x 245mm 64 pages	6
Writer premium story book 64 Page 1/2 Plain + 1/2 Ruled 24mm solid ruled	2
Faber-castell 2001 pencil triangular junior grip 2B	4
Deli large eraser PVC free 54 x 20 x 10mm	1
Deli glue stick 36g white	2
Faber-castell junior grip triangular coloured pencils with sharpener 10s	1
Teachables triangular whiteboard marker - black (each)	4
Kluwell my home reading yellow level (junior)	1
Celco library bag navy	1

Year 1: Educational items for students to own: Rapid Office Supplies price **\$28.77** (including GST)

Gusspak premium mega scrap book 330mm x 245mm 64 pages	2
Writer premium exercise book A4 64pgs 18mm dotted thirds	8
Gusspak premium grid book A4 10mm squares 48 pages	3
Faber-castell 2001 pencil triangular junior grip 2B	4
Deli large eraser PVC Free 54 x 20 x 10mm	1
Deli glue stick 36g white	2
Faber-castell junior grip triangular coloured pencils with sharpener 10s	1
Teachables triangular whiteboard marker - black (each)	4
Kluwell my home reading yellow level (junior)	1

Year 2: Educational items for students to own: Rapid Office Supplies price **\$32.19** (including GST)

The same as Year 3 with the addition of:

Faber-castell 2001 pencil triangular junior grip 2B	+ 2
Westcott School Safety Scissors 127mm Blunt P2	1
Wooden Ruler 30cm / 300mm	1
Deli Double Hole Metal Pencil Sharpener 2 Hole	1
Osmer Red Checking / Correction Pencil	1

Year 3: Educational items for students to own: Rapid Office Supplies price **\$31.74** (including GST)

Gusspak premium mega scrap book 330mm x 245mm 64 pages	2
Gusspak premium exercise book A4 14mm Dotted Thirds 96 pages	5
Gusspak premium grid book A4 10mm squares 48 pages	4
Staedtler Graphite Pencil 2B	6
Deli large eraser PVC free 54 x 20 x 10mm	1
Deli glue stick 36g white	2
Staedtler hexagonal coloured pencil assorted box of 12	1
Texta nylorite colouring pens 12 assorted	1
Teachables triangular whiteboard marker - black (each)	4
Kluwell my home reading orange level (senior)	1
Celco tartan cases 340mm x 100mm 1 zip	1
Westcott School Safety Scissors 127mm Blunt P2	1
Wooden Ruler 30cm / 300mm	1
Deli Double Hole Metal Pencil Sharpener 2 Hole	1
Osmer Red Checking / Correction Pencil	1

Year 4: Educational items for students to own: Rapid Office Supplies price \$32.96 (including GST)

Writer Premium A4 Story Book 64pg	2
Gusspak premium exercise book A4 14mm Dotted Thirds 96 pages	5
Gusspak premium grid book A4 10mm squares 48 pages	4
Papermate Kilometric BALLPOINT PEN Medium Blue	2
Staedtler Graphite Pencil 2B	6
Deli large eraser PVC free 54 x 20 x 10mm	1
Deli glue stick 36g white	2
Staedtler hexagonal coloured pencil assorted box of 12	1
Texta nylorite colouring pens 12 assorted	1
Teachables triangular whiteboard marker - black (each)	4
Kluwell my home reading orange level (senior)	1
Celco tartan cases 340mm x 100mm 1 zip	1
Westcott School Safety Scissors 127mm Blunt P2	1
Wooden Ruler 30cm / 300mm	1
Deli Double Hole Metal Pencil Sharpener 2 Hole	1
Osmer Red Checking / Correction Pencil	1

Year 5 and 6: Educational items for students to own: Rapid Office Supplies price \$29.57 (including GST)

Writer Premium A4 Story Book 64pg	2
Olympic/Tudor dotted thirds exercise book A4 297 x 210mm, 64 pages, 9mm ruled	6
Gusspak premium grid book A4 10mm squares 48 Page	4
Papermate kilometric ballpoint pen medium blue	2
Papermate pen inkjoy 100 medium red	2
Staedtler Graphite Pencil 2B	4
Deli large eraser PVC free 54 x 20 x 10mm	1
Deli glue stick 36g white	2
Deli highlighter yellow (each)	1
Staedtler hexagonal coloured pencil assorted box of 12	1
Teachables triangular whiteboard marker - black (each)	4
Collins student diary week to view A5 week to an opening perfect bound (2025)	1
Westcott School Safety Scissors 127mm Blunt P2	1
Wooden Ruler 30cm / 300mm	1
Deli Double Hole Metal Pencil Sharpener 2 Hole	1
Osmer Red Checking / Correction Pencil	1
Celco Tartan Case 340mm x 100mm w Zip	1

New Year 1 – 6 students (purchased through the school)

Library Bag Sovereign Navy 315x350mm	\$12.70
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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 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.