WILLIAM RUTHVEN PRIMARY SCHOOL

Creating happy, curious and confident learners

30 October 2026

Dear parents and carers

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

Rapid Office Supplies 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: Rachel Rowe, 03 9460 1668, rachel.rowe@education.vic.gov.au.

If you need an interpreter, please contact 03 9605 3053 and give our school's phone number 03 9460 1668. 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

Cleo Ndalianis
Acting Principal

Sharon Hitchman
School Council President

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WILLIAM RUTHVEN 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.	**$90.00**	$

Tax-deductible voluntary contributions	Suggested amount – parents can contribute more or less	Amount
Voluntary - Library fund: a tax-deductible contribution to support library maintenance and enhancements	**$10.00**	$

Extra-curricular items and activities

William Ruthven 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 formals.

We have provided confirmed or indicative costs of known extra-curricular items and activities below.

Payment for extra-curricular items and activities with a confirmed cost can be made now or later. Payments can also be made via instalment.

Please contact the school for advice on financial help available for extra-curricular items and activities.

Extra-curricular items and activities	Indicative cost	Confirmed cost (where known)	Parent/carer to select
Optional Year 5 & 6 camp (to be scheduled)	$350.00		**$**
Optional Year 4, 5 & 6 Athletics and Cross-Country events (to be scheduled)	$15.00		$
Optional Year 5 & 6 Interschool Sports competition (to be scheduled)	$35.00		$
2027 Swimming program	TBC		$
Optional Grade 6 Big Day Out	$20.00		$
2028 Grade 6 polos (purchased in 2027 Grade 5)	$48.00/item		$
Optional Australian Maths Competition entry	$9.00		$
Optional extra-curricular activities (to be scheduled)	Varied		$
Total Extra-curricular Items and Activities			$

Education items for students to own

You can choose to buy stationery materials for your child to individually use and own. These items can be bought from any supplier.

William Ruthven Primary School has an arrangement with the following supplier for the stationery materials that you can buy: Rapid 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://schoolpacks.com.au/wrps-bts-portal.

If you would like to buy items to own that are not from this supplier, you can see attached for information about the stationery items that will be used.

Financial help for families

William Ruthven 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 available at no cost (3 items per student/year) based on availability.

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:

Rachel Rowe
Ph: 03 9460 1668| Email: Rachel.Rowe@education.vic.gov.au

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)

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.]

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Prep: Educational items for students to own: Rapid Office Supplies price $34.05 (including GST)

Gusspak premium mega scrap book 330mm x 245mm 64 pages	6
Faber-castell 2001 pencil triangular junior grip 2B	6
Deli glue stick 36g white	4
Staedtler 1280 Natural Jumbo Triangular Coloured Pencils, Assorted Pack of 12	2
Readingtrek homework diary (2027)	1
Celco library bag navy	1

Year 1&2: Educational items for students to own: Rapid Office Supplies price $28.66 (including GST)

Gusspak premium mega scrap book 330mm x 245mm 64 pages	2
Osmer Red Checking / Correction Pencils Each	2
Readingtrek homework diary (2027)	1
Faber-castell 2001 pencil triangular junior grip 2B	6
Deli large eraser PVC Free 54 x 20 x 10mm	1
Deli glue stick 36g white	4
Faber-castell junior grip triangular coloured pencils with sharpener 10s	2
Wooden Ruler 30cm / 300mm	1
Westcott School Safety Scissors 127mm Blunt P2 Microban Assorted Colours	1
Pencil case PVC cloth backed with alphabet name - 35 X 18CM - 2 zip	1

Year 3: Educational items for students to own: Rapid Office Supplies price $19.75 (including GST)

StudyZone Yrs 5-10 (2027)	1
Deli Large Pencil Eraser PVC Free 54 x 20 x 10mm with sleeve	1
Deli glue stick 36g white	4
Staedtler 136 Luna Coloured Pencils Hexagonal Assorted, Pack of 12	2
Pencil case PVC cloth backed with alphabet name - 35 X 18CM - 2 zip	1
Staedtler Graphite Pencil HB	6
Osmer Scissor - 178mm orange handle – Hangsell Carded	1
Wooden Ruler 30cm / 300mm	1
Osmer Red Checking / Correction Pencils Each	2

Year 4: Educational items for students to own: Rapid Office Supplies price $20.37 (including GST)

Papermate Kilometrico Ballpoint Pen – Medium blue	2
Staedtler 136 Luna Coloured Pencils Hexagonal Assorted, Pack of 12	2
StudyZone Yrs 5-10 (2027)	1
Staedtler Graphite Pencil HB	6
Deli Large Pencil Eraser PVC Free 54 x 20 x 10mm with sleeve	1
Pencil case PVC cloth backed with alphabet name - 35 X 18CM - 2 zip	1
Wooden Ruler 30cm / 300mm	1
Osmer Scissor - 178mm orange handle – Hangsell Carded	1
Osmer Red Checking / Correction Pencils Each	2
DELI GLUE STICK 36g White	4

Year 5 and 6: Educational items for students to own: Rapid Office Supplies price $23.44 (including GST)

StudyZone Yrs 5-10 (2027)	1
Gusspak Premium Mega Scrap Book 330mm x 245mm 64 Page FSC 100gsm	2
Papermate Kilometrico Ballpoint Pen – Medium blue	2
Papermate Pen Inkjoy 100 Medium Red	2
Staedtler Graphite Pencil HB	6
Deli Large Pencil Eraser PVC Free 54 x 20 x 10mm with sleeve	1
DELI GLUE STICK 36g White	4
Deli Highlighter Yellow Chisel Point (Each)	1
Staedtler 136 Luna Coloured Pencils Hexagonal Assorted, Pack of 12	2
Pencil case PVC cloth backed with alphabet name - 35 X 18CM - 2 zip	1
Osmer Scissor - 178mm orange handle – Hangsell Carded	1
Wooden Ruler 30cm / 300mm	1
Osmer Red Checking / Correction Pencils Each	

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

Library Bag Sovereign Navy 315x350mm	$8.00

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 will 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 to the department's Parent Contributions policy.