



No. 2259

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Dear Montrose Primary School Families,

In 2026, we are delighted to advise that we will once again partner with Ross Office Supplies to coordinate our Student Pack ordering and collection of money for Curriculum Contributions and Other Contributions. There is also the option for home delivery or pick up from the school.

Please find the details outlining dates and the process for ordering attached to this letter.

Payment is made through the Ross Office Supplies site – the flyer with full instructions is attached to this letter. Parents/guardians are welcome to purchase identical items themselves and pay the Curriculum Contributions and Other Contributions directly to the school office.

Please note that 100% of monies collected for Curriculum Contributions and Other Contributions goes to the school.

Montrose Primary School is looking forward to a great year of teaching and learning and would like to advise you of Montrose Primary School's voluntary financial contributions for 2026.

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's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to offer a wide variety of curriculum offerings, wellbeing programs, enrichment activities, enhanced science, technology and digital learning opportunities, classroom and general libraries, sporting equipment and facilities for children such as new and improved play areas.

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

If you have any questions, we are happy to help at the office.

Yours sincerely,

Kylie Fisher
Principal

Lisa Koster
School Council President

Curriculum Contributions – Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Amount
<p>Year 5 & 6 classroom consumables, materials & equipment</p> <ul style="list-style-type: none"> • Art – Various specialised paper for-drawing, painting, creating collage. Dyes, inks, water colours, acrylic paint, polystyrene balls. Clay underglaze and glaze, oil pastels, chalk pastels, textas, pencils, various glues, collage items for example- feathers, eyes, wool tops, felt, chenille stems, wire, popsticks, cardboard shapes, beads, threads, glitter, canvas, various wires, foil, foam printing sheets, Colour Slicks, Posca pens, Paper Magiclay, plaster fabric, felting wool, acetate sheets, raffia, mosaic tiles, texture paint and a canvas. (\$70) • English, Maths, LOTE, Drama & Music classroom materials – includes printing of learning materials (\$30) • STEM – Science, Technology, Engineering & Mathematics Activities (\$25) • Student Diary (\$10) • Food Technology - Students will be involved in a small number of cooking sessions throughout the year linked to our Grade 3 & 4 Kitchen Garden program. The cost assists with the purchase of ingredients and school grown produce for food preparation and cooking (\$20) 	\$155
<p>Year 5 & 6 Digital Technology – The technology contribution assists with the cost of technology in the school - hardware, software, digital learning devices (ie iPads, netbooks and computers). This contribution also assists with the upkeep and upgrading of digital learning devices, subscriptions to providers etc.</p>	\$20.00
Other Contributions – Voluntary financial contributions for non-curriculum items and activities that relate to the school’s functions and objectives.	Suggested Amount (Per Family)
<p>School grounds maintenance and improvements (in lieu of working bees)</p>	\$20.00
Tax deductible contributions – ANY AMOUNT would be greatly appreciated thank you	
<p>Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</p>	\$
<p>Library fund. A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.</p>	\$
Total Amount	\$

Educational items for students to own

For a list of items that the school recommends you purchase from Ross Office Supplies, for your child to individually own and use, please follow the information on the attached sheet – “2025 BOOKLISTS”.

Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- State School’s Relief
- Financial assistance from our “Financial Hardship Fund” for families experiencing hardship.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Jodie or Krystal.

Ph: 03 97282203 | Email: montrose.ps@education.vic.gov.au

Total

Category	
Curriculum Contributions	\$175.00
Other Contributions	\$20.00 plus building/library fund donation as listed.
Extra-Curricular Items and Activities	Nil

Payment methods

Credit card, BPay, Direct Deposit or cash.

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 at the start of 2026, for Curriculum Contributions and Other Contributions if your child does not start at Montrose Primary School. Unfortunately, refunds cannot be given for donations to the Building or Library Fund.

The Refund Policy is available for viewing on the school’s web site.



2026 BOOKLISTS

Open for ordering **Wednesday 10 September 2025**

Last day for ordering **Friday 17 October 2025***

STUDENT BOOK PACKS WILL BE AVAILABLE FOR COLLECTION IN THE DRAMA ROOM MON 8 DECEMBER 2025 8.30 AM – 10.30 AM
OR DELIVERED FOR AN ADDITIONAL FEE DURING THE SCHOOL HOLIDAYS

ORDER ONLINE



- 1. Go to Booklist Website** booklist.officebrands.com.au/croydon
 - Enter School Access Code: **smartfun26**
 - Select: [Create an Order](#)
- 2. Enter Details** (Separate orders are required for each student but with single payment on completion.)
 - Enter your child's name and select their year level for **2026**.
- 3. Create your order**
 - School predefined quantities for each product are displayed but can be adjusted if required.
 - When finished, click on [Add to Cart](#)
Review your order; (click on [Edit Order](#) if required).
 - Select [Checkout](#) or [Add another Student](#)
- 4. Checkout**
 - Enter your details.
 - Select your Delivery / Collection option from the drop-down menu.
 - Home Delivery will incur an additional charge; \$17.50 for 1 pack, \$19.95 for 2 packs, \$21.95 for 3 packs or more.
 - Collect at School (free) – **Monday 8 December 2025, 8.30 am – 10.30 am**.
 - Click [Next](#).
 - ❖ Order Instructions / Notes: If you have chosen Home Delivery, please indicate where to leave your pack/s if you are not at home.
- 5. Select payment type and submit your order**

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

IMPORTANT INFORMATION

*Late orders will be accepted after 17 October 2025 but will incur a \$15 late fee and may not be available for the start of school so please do not delay.

Anyone experiencing financial hardship is invited to contact the school office
BEFORE 17 October 2025.

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