October 16, 2025

Dear Parent/Guardian,

Don Valley Primary School is looking forward to another great year of teaching and learning and would like to advise you on DVPS's parent payment arrangements for 2026.

Please find the fee schedule for 2026 attached. You are invited to purchase your curriculum contributions through Ross Office Supplies from Friday 17 October – Thursday 27 November. Orders placed after these dates will incur a shipping fee. You also have the option to purchase your own items and return them to the classroom teacher labelled by 5th December. If you are purchasing your own stationary, can you please make sure the exercise books have the correct lines as this can impact your child's writing.

DVPS makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

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 provide a wider offering of curriculum learning activities and experiences. Your financial contributions assist us with the purchase of materials and equipment for Art, Music, Physical Education and other specialised subjects alongside our core subjects of English and Mathematics and other traditional classroom teaching and learning programs.

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

Yours sincerely,

Lesley Gunther
Principal

Amy Armstrong
School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom Consumables, Materials and Equipment **Art and Craft supplies used across all learning programs* **STEM materials* **Online Subscriptions* **Printing and photocopying of worksheets and learning materials*	$40
Total Amount	**$ 40**
Other Contributions - for non-curriculum items and activities	**Amount**
School grounds maintenance and improvements	$40
ICT Fund	$50
Total Amount	**$90**

Total

Category	
Curriculum Contributions	$40
Other Contributions	$90
Total Contributions – payable through Ross Office Supplies	**$130**

Educational Items for Students to Own	
Booklists vary by year level — total costs can be found on booklist website	
Total Amount – payable via booklist website	

Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- payment plans available through the school

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

Genevieve Walsh
Ph: 03 5967 3321, Email: genevieve.walsh@educaiton.vic.gov.au

Or

Lesley Gunther
Ph: 03 5967 3321, email: lesley.gunther@educatin.vic.gov.au

Payment methods

Payment via debit/credit card directly to Ross Office Supplies
Payment plan can be organised through our office, **prior** to ordering the books.

Refunds

Parent requests for refunds when a student no longer attends the school are subject to the discretion of the school and made on a case-by-case basis.

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	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	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.

Office National

Ross Office Supplies

2026 BOOKLISTS

Open for ordering **Friday 17 October 2025**

Last day for ordering **Thursday 27 November 2025***

ORDER ONLINE

1. ***Go to Booklist Website***
   booklist.officebrands.com.au/croydon
   - Enter School Access Code: **seaturtle26**
   - 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. Quantities can be adjusted for Optional items.
   - 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.
   - Delivery / Collection Details; please select Collect at School*
   - Click Next.

   **BOOK PACKS WILL BE DELIVERED TO THE CLASSROOM AND AVAILABLE ON THE FIRST DAY OF TERM 1, 2026*

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 27 November 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 27 November 2025.

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