



# PARENT PAYMENT ARRANGEMENTS PREP 2026

Dear Parents and Carers,

Montpellier Primary School would like to advise you of our voluntary financial contributions, classroom curriculum contributions, specialist curriculum contributions, other contributions and extra-curricular items and activities for the 2026 school year.

Parent contribution, in all forms, assists our school to provide an enriched learning and teaching program for every student. We take great pride in the work we do with and for your children – and as such, really appreciate that our community makes paying their curriculum contributions a priority. Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. All money received or raised by the school is used to finance learning programs and to maintain and develop our school's buildings and grounds.

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

Yours sincerely,  
Di Stainsby

Allan Domantay

**Principal**

**School Council President**

## Booklist Educational items for students to own

For each year level there are items required which are essential for your child to learn the standard curriculum. Attached is a list of items that the school recommends you purchase from COS, Montpellier's booklist provider, or provide your own, for your child to individually own and use. Instructions for accessing the COS portal are included in this document.

## Curriculum Contributions - items & activities that students use, or participate in, to access the Curriculum.

Curriculum Contributions	Prep
General classroom consumables, materials, and equipment (eg shared classroom stationery, paper, materials for construction, textiles, play doh, cooking ingredients etc). Posters/charts, class sets, take home books, classroom libraries, maths equipment etc.	\$80
Printing and photocopying of worksheets and learning materials.	\$25
Art – paint & craft materials for art including drawing & painting materials, oil pastels, charcoal, acrylic paints, pva glue, pens, craft paper, clay, inks etc	\$15
STEM consumables, materials & equipment - for science experiments and construction eg. icy pole sticks, glue, cardboard, plasticine, cooking ingredients, chemicals etc	\$10
Indonesian consumables, materials & equipment – cooking ingredients, art & craft materials, charts, Indonesian classroom library books	\$5
Performing Arts – materials & equipment - musical instruments, music & drama materials	\$10
Prep transition materials – art & craft materials, prep pack materials printing & laminating	\$10
Seesaw online subscription	\$10
Classroom libraries - library books, book cover	\$10
Activities essential to the standard curriculum: Indonesian Day & STEM Fair (whole school); Teddy Bears Picnic \$4, Concert bus \$5 (Prep); Preparation for Puberty \$23 (5 & 6)	\$29
<b>Total</b>	<b>\$204</b>

## Other Contributions

Montpellier Primary School continues to welcome your voluntary contributions to support our school. The suggested amounts in the table are only a guide; any voluntary contributions will be appreciated and will go towards benefiting programs for students.

Other Contribution	Description	Tax deductible	Suggested Amount
Technology Equipment Contribution	Assists with the provision and upkeep of school devices, peripherals and ICT (eg devices owned by the school, class sets, device configuration, maintenance, server/system costs)	No	\$40
Building Fund	A <b>tax-deductible contribution</b> to support renovations, upgrades, and maintenance of school infrastructure.	Yes	\$50 (per family)

## Extra-curricular items and activities

Montpellier PS offers a range of activities which enhance or broaden the school experience and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis. As cost of camps and excursions cannot be finalised until closer to the date, these costs are based on historical costs. Families will be informed of final costs via Compass Events prior to the excursions taking place.

Proposed Activities	Activity	Estimated cost
<b>Swimming Program</b>	An intensive Swimming program is offered to students as an extra-curricular user pay program.	\$70
<b>Gymnastics Program</b>	4 sessions	\$70
<b>Excursions &amp; Incursions</b>	Held throughout the year, including Athletics, Cross Country, Interschool sport, year level excursions	TBA

## Financial Support for Families


Montpellier Primary School understands that some families may experience financial difficulty and offers a range of support options. Where possible, the school will offer to assist families in the following ways:

- Flexible payment plans for extra-curricular activities.
- CSEF (Camps, Sports and Excursion Fund) is available for eligible parents who hold a valid health care card or pension card. The program provides capped payments for eligible students to attend camps, sports and excursions (2026 payment will be \$150). Forms are available at the office.
- Support agencies for uniforms and school curriculum materials.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Jill Bell, Business Manager, Ph: 03 5243 2521, Email:

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

## Payment Methods

Payment Option	Explanation
COS – booklist provider	Pay for school contributions when ordering your booklist items on the COS website: <a href="http://www.cos.net.au">www.cos.net.au</a> (Preferred option)
BPay 	Payment made directly to the school by using your Bpay biller code and Reference number. Please call the office for your Bpay biller code.
Cash, EFTPOS or credit card	Pay directly to the office or make a credit card payment over the phone.
Compass	Pay via Compass

## Refunds

[https://eduvic-my.sharepoint.com/personal/angella\\_clifford\\_education\\_vic\\_gov\\_au/Documents/Desktop/2026 Booklists/MPS Parent Payment Policy 2026 Prep.docx](https://eduvic-my.sharepoint.com/personal/angella_clifford_education_vic_gov_au/Documents/Desktop/2026 Booklists/MPS Parent Payment Policy 2026 Prep.docx)

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

The school's refund policy is available on our website: [www.montpellierps.vic.edu.au](http://www.montpellierps.vic.edu.au).

## 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.

