



Launching Place Primary School

CARTER STREET, LAUNCHING PLACE 3139

Ph: 03 5964 7783 Fax: 03 5964 6171 email: launching.place.ps@education.vic.gov.au

PARENT CONTRIBUTIONS ARRANGEMENTS – INCLUDING VOLUNTARY CONTRIBUTIONS

Dear Parents,

This letter provides information about voluntary contributions you can make to support Launching Place 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.

Launching Place Primary School 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: the school office on 59647783 or email launching.place.ps@education.vic.gov.au

If you need an interpreter, please contact [03 9605 3053](tel:0396053053) and give our school's phone number 59647783. 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

Principal

School Council

LAUNCHING PLACE PRIMARY SCHOOL 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.	\$155.00	\$

Tax-deductible voluntary contributions	Suggested amount – parents can contribute more or less	Amount
Voluntary - Building fund: a tax-deductible contribution to support renovations and upgrades of school infrastructure	\$50.00	\$
Voluntary - Library fund: a tax-deductible contribution to support library maintenance and enhancements	\$50.00	\$

Extra-curricular items and activities

Launching Place 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.



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Extra-curricular items and activities	Indicative cost	Confirmed cost (where known)	Parent/carer to select
Grade 1/2 camp		TBD	
Grade 3/4 Camp		TBD	
Grade 5/6 Camp Karoonda Camp 8th -10 th February 2027 Deposit \$100.00 to be paid		TBD	
Total Extra-curricular Items and Activities			

Learning materials for students to own

Booklist items:

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

Launching Place Primary School has an arrangement with the following supplier for the materials that you can buy: Office National

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: booklist.officebrands.com.au/Croydon

If you would like to buy items to own that are not from this supplier, you can contact Laura Caddy Principal / Audrey Watt Business Manager for information about Year level supply lists.

Financial help for families

Launching Place 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 for sale at School
- 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:

Laura Caddy Ph: 03 59647783 | Email: laura.caddy@education.vic.gov.au

Payment methods

Compass Pay Portal

If you want to make voluntary contributions throughout the year, you can:

- decide when to make each contribution
- choose the amount of each contribution.

Direct deposit into School Bank account-BSB: 633 000 Acct: 133789057 (if using this method please include your child's name)

NO cash Payment will be accepted at the School Office

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.]

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

Used towards enhanced educational programs and school environment, and additional resources and opportunities offered by schools

Tax deductible contributions

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](#).



Launching Place
Primary School

Office National

Ross Office Supplies

2027 BOOKLISTS

OPEN FOR ORDERING

Friday 30 October 2026

ORDER BY

Friday 11 December 2026

Collect from school Wednesday 27 January 2027, 11am - 3pm, or choose home delivery for an additional fee during the school holidays.

**ORDER
ONLINE** SCAN
TO ORDER



booklist.officebrands.com.au
/croydon

SCHOOL ACCESS CODE
burntbutter27

1

Create an order

Open the website (or scan the QR code), enter the access code and select "Create an Order".

2

Add each student

Enter your child's name and 2027 year level. Use a separate order for each student - you can pay for all orders together.

3

Review the booklist

Adjust quantities if required and choose right- or left-handed scissors. When ready, add the order to your cart.

4

Checkout

Choose Collect from School (free) or Home Delivery (paid). Add delivery instructions if needed, then pay and submit.

4 simple steps

LATE ORDERS

Orders after 11 December are accepted with a \$15 late fee and may not be ready for the start of school.

Financial hardship? **Please contact the school office before 11 December 2026.**

Need help? Call Ross Office Supplies on 03 9839 8400

Booklists by Ross Office Supplies | 11 Lacey Street, Croydon VIC 3136

Launching Place Primary School

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**