BIG HILL PRIMARY SCHOOL

Principal: Matt Pearce
5644 Calder Highway, BIG HILL 3555
(Cnr Calder Hwy & McInnes St, BIG HILL)
Phone: 03 5447 7022 Email: big.hill.ps@education.vic.gov.au

PARENT CONTRIBUTIONS ARRANGEMENTS – INCLUDING VOLUNTARY CONTRIBUTIONS

5/11/2026

Dear parents

This letter provides information about voluntary contributions you can make to support Big Hill 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.

Big Hill PS 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: Matthew Pearce on 5447 7022 or email: matthew.pearce@education.vic.gov.au.

If you need an interpreter, please contact 03 9605 3053 and give our school's phone number 5447 7022. 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

Matthew Pearce
School Principal

Candice Haines
School Council President

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BIG HILL 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.**	$150.00	$

Extra-curricular items and activities

Big Hill PS 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
- Sporting events
- Incursions
- class photos

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

Payment for extra-curricular items and activities with a confirmed cost can be made later when the events occur. 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
Yr 2 Sleepover	$50 (approx.)	TBD	
Yr 3/4 Camp	$200 (approx.)	TBD	
Yr 5/6 Camp	$400 (approx.)	TBD	
Other Extra-Curricular incursions and excursions to be scheduled with a fee attached, students invited attend on a user-pay basis (CSEF funds can be used)	Cost per individual activity: Charge is normally between $5 - $60 based on actual activity cost.	TBD	
Total Extra-curricular Items and Activities			

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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.

Big Hill Primary School has an arrangement with the following suppliers for the materials that you can buy:

- Lowes – Black Book Bag required for Foundation.
- EdPlus –
    - Foundation – My Home Reading Journal: Yellow
    - Junior Unit – Pencil Case
    - Middle Unit – Small Pencil Case
        - Collins Student Diary Week to View A5 Spiral Bound
        - Yr 3 –
            - Sound Waves Student Book 3
            - New Wave Mental Maths C
        - Yr 4 –
            - Sound Waves Student Book 4
            - New Wave Mental Maths D
    - Senior Unit – Collins Student Diary Week to View A5 Spiral Bound
        - Yr 5 –
            - Sound Waves Student Book 5
            - New Wave Mental Maths E
        - Yr 6 –
            - Sound Waves Student Book 6
            - New Wave Mental Maths F

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 www.edplus.com.au. Click on the booklist tab in the top menu. Enter the appropriate year level login code -

- Foundation Login Code: BHPP027F
- Junior Unit Login Code: BHP1027Q
- Middle Unit Login Code: BHP3427G
- Senior Unit Login Code: BHP5627R

Orders must be completed online by Friday 11th December 2026. Orders will be delivered to Big Hill Primary School at the beginning of the 2027 school year.

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

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Family Support for families

Big Hill PS 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 the Office for $2.00 an item.

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:

Matthew Pearce
Ph. 03 5447 7022 | Email: matthew.pearce@education.vic.gov.au

Payment methods

At the Office or via Compass

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

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

If you would like to pay for extra-curricular items and activities through instalments, these will be set up on the events through Compass.

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	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.