LONGFORD PRIMARY SCHOOL

6380 South Gippsland Highway, Longford Victoria 3851
Telephone 03 5149 7210 Facsimile 03 5149 7253
Email: longford.ps@edumail.vic.gov.au

No: 1694
Established 1876

Dear parent ,

We are looking forward to another great year of teaching and learning and would like to advise you of Longford 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 financial support of our families ensures that our school can offer the best possible education and support for our students.

Longford Primary School makes every effort to keep the cost of items and activities to a minimum.

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

Financial Support for Families

Longford 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 Schools Relief
- Centrepay and individual payment arrangements
- Second-hand uniform options

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

Joel Fraser or Fiona Robinson

Ph: 03 5149 7210 | Email: longford.ps@education.vic.gov.au

Payment Methods

Payments can be made via EFT, direct deposit, BPAY (please see next page for individual family reference details) or Centrepay where possible. Where one of these preferred methods is not convenient, payment can be made via cash directly at the office.

Refunds

Requests for refunds must be made in writing and will be assessed on an individual basis in line with the Longford Primary School Refund Policy. A copy of this policy is available from the school office or on the school website.

For further information on the Department's Parent Payment Policy please go to https://www2.education.vic.gov.au/pal/parent-payment/policy

Yours sincerely,

Joel Fraser
Principal

Natalie Scott
School Council President

Parent Payments Policy

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.

Curriculum Contributions

Items and activities that students use, or participate in, to access the Curriculum, including:

- Everyday items that your child will use in the classroom to learn the essential curriculum such as stationary, art supplies, science experiment equipment, cooking ingredients, technology materials.

Other Contributions

Non-Curriculum items and activities to support the daily operation and objectives of Longford Primary School.

Extra-Curricular Items and Activities

Longford Primary School offers activities through the year that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These activities are designed to broaden the school experience for your child and involve a minimal charge for your child to participate. These are provided on a user-pays basis.

CONTRIBUTION SCHEDULE

Curriculum Contributions	Amount
Student Stationary There is a custom stationary pack for each grade level as determined by the classroom teacher to ensure students have the correct resources for learning: *Included are pencils, markers, exercise books, display folders, glue, post-it notes, whiteboard markers, highlighters and all of the stationary required for the student throughout the year.*	**$70.00**
Bulk Stationary Supplies Each classroom requires items such as cover paper, coloured paper, paper squares, tape, glue, staples, blu tack, project construction items and laminate. These items are purchased in bulk for student use, as it is not practicable to purchase them singularly.	**$10.00**
Specialist Subjects All students require consumable items for Art, PE, Music, Science, Indonesian and classroom cooking activities. *Included are paint, clay, glue, tape, construction items, workbooks, cooking ingredients and bulk items that are not practicable to purchase in small quantities such as feathers, eyes, fabric and wool.*	**$30.00**
Swimming Program The swimming program in 2026 will run for eight weeks during term's three and four with all classes participating one term each. The cost of swimming instruction is allocated from the school budget, parents are charged only for travel to and from the pool and entry into the pool facility.	**$50.00**
TOTAL	**$160.00**

Extra-Curricular Items and Activities	Amount
Excursion & Sports This charge covers the cost of all whole school activities including; A Performance at, and bus travel to, the Wedge, bus travel and entry to Swimming, Athletics and Cross Country Carnivals. *Students will only participate in activities they have paid for.*	**$30.00**
TOTAL	**$30.00**

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Family name: Students:

☐ Please use my child's CSEF (if eligible) towards Swimming, Sports and Excursion for 2026. I understand any unused CSEF funds will remain in my child's account to be used at a later time.

☐ I will pay my contribution from the information provided.

☐ I will set up Centrepay payments and would like these funds to be used for my 2026 contributions (please contact the office for further information).

Signed _____ Date _____

Payment can be made directly to the school using the either direct deposit with your family name as the reference or using Bpay with your family's individual reference number below.

Direct Deposit to:
Account Name: Longford Primary School
BSB: 083001 Account Number: 986050513
Please include your reference SURNAME when making payment

Biller Code: 87361
Ref: