



PARENT PAYMENT ARRANGEMENTS 2026

Year 3/4

Dear QPS Families,

Queenscliff Primary School is looking forward to another great year of teaching and learning and would like to advise you of Queenscliff 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 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 financially support learning programs and to maintain and develop our school's buildings and grounds. Without your curriculum and other voluntary contributions, we would not be able to provide the quality learning programs in a safe and stimulating environment that we take pride in.

Queenscliff Primary School is a **non-profit organisation**. The difference between funds provided by the Department of Education and Training through the Student Resource Package and those required for this school to operate to the high standard we expect, leaves a shortfall which our School Council attempts to raise through fundraising, grant applications and the voluntary financial contributions which are detailed in **Table 1 on page 4 & 5**.

We use an online purchasing system through WINC for our Book Packs, where you can also pay for any voluntary contributions. **Information is attached to this letter showing how to order and we will advise when the WINC portal can be accessed early in Term 4. If ordered on or before 19th December, Book Packs will be delivered to your home during January.** For further information on the Department's Parent Payment Policy please visit our school's website. We thank you for your financial contribution to the school so we can continue to add value to your child's education. ***FREE DELIVERY: WINC are offering free delivery to your home address if your order is over \$60 and completed through the WINC portal by 5th December 2025. All orders after this date will be required to pay a delivery fee of \$12.95.***

DELIVERY GUARANTEE: If your order is placed prior to 19th December, WINC guarantee delivery prior to the start of Term 1, 2026. Orders placed after 19th December cannot be guaranteed delivery prior to the start of school.

Students are required to bring their stationery book pack supplies to school on their first day, Thursday 29 January. Students are encouraged to label their books **ONLY** with their name. Please do not label individual stationery items, including pencils, sharpeners and rubbers. There will be Curriculum Days (student free days) on Tuesday 27 January and Wednesday 28 January 2026.

Payment Methods

WINC – Booklist Provider

Pay for stationery and voluntary financial contributions when ordering your booklist items on the WINC website. Please see details attached on Page 2. (Preferred option)

Cash, Eftpos or Credit Card

Pay directly at the school office or phone to pay using a credit card

Compass Parent Portal

Voluntary financial contributions will be able to be paid via Compass early in 2026, if not already paid via WINC.

WINC Online Purchasing System Instructions

2026 Requirements List for Year 3/4

Your Access Key: 2QZ2Z

Please order online at wincschools.com.au

At Winc we want your child to have a strong start to the new school year, which is why we have worked with your school to make Back to School hassle free.

Ordering made simple.

We've made it quick and easy to order your child's new year requirements. Simply visit **wincschools.com.au** and follow these four steps.

1. Search for your school, Queenscliff Primary School, Queenscliff, VIC and enter your school access key 2QZ2Z if required.
2. Complete the student's details and select Year 3/4.
3. Review your requirements list and make changes if required.
Please note: some list items have been denoted by your school as a prerequisite for the subject or year.
4. Proceed to checkout.
Please note: For home deliveries only, if you have more than one student at the same school, please repeat the above steps.

Once completed, an order confirmation will be sent to your email address.

Deadlines and delivery information.

Home delivery:

Delivery Fees:

Free Delivery: for orders placed on or before 5th December 2025;

\$12.95 delivery: for orders placed after 5th December 2025.

Please note: Orders under the value of \$60 will incur a delivery fee.

Australia Post

Orders are delivered via Australia Post's eParcel service. As soon as your order is dispatched an email will be sent to let you know the Australia Post tracking ID Number. Your order can be tracked at auspost.com.au.

Note: PO Box addresses are not accepted by Australia Post.

Payment methods accepted



Have a question?

For assistance with your order, returns and refunds and delivery information, or for a general enquiry, please visit **wincschools.com.au/helpcentre**.

To view our full terms and conditions, please visit wincschools.com.au/termsandconditions.

Stationery Items for 2026

Below is a list of stationery items for your child's year level in 2026. These items can be purchased through the WINC online purchasing system. Please refer to the instructions provided on Page 2.

2026: Queenscliff Primary School, Queenscliff, VIC		
Year 3/4 Stationery Items		
Code	Description	Qty
Educational Items to Own		
25093627	Winc Polished Wooden Ruler 30cm	1
86515086	Bostik Glue Stik 35g	3
18894989	Westcott Student Antimicrobial Scissors 6 Inch Assorted Colours	1
27633000	Winc Eraser PVC-Free Standard Office 60 x 21 x 10 mm Each	2
25133140	Micador Coloured Pencils Pack 12	2
10005235	Maped Shaker Pencil Sharpener 2 Hole Assorted Each	2
25090966	Faber-Castell Connector Pens Assorted Colours Pack 12	2
19006608	Artline Supreme Antimicrobial Whiteboard Marker Fine 1.5 mm Assorted Colours Pack 4	4
18894995	Faber-Castell 1111 Matt Graphite Lead Pencil HB	14
87261066	Sharpie Fineliner Pen Fine 0.4mm Black Each	2
25067182	Faber-Castell Textliner Ice Highlighter Assorted Wallet 4	1
7248006	Winc Display Book A4 Refillable 20 Pocket Green	1
25097581	Winc Premium Exercise Book A4 14mm Thirds 70gsm Red Margin 64 Pages	2
25131945	Writer Premium A4 Graph Book 10mm Grid 70GSM 96 Pages	2
25195298	Spirax 154 Scrapbook 335x240 70gsm 64 Pages	2
18960577	PaperMate Inkjoy Capped Ballpoint Pen Medium 1.0mm Blue Each	6
25163613	Winc Icebreaker Stick Ballpoint Pen Medium 1.0mm Red Each	4
19026169	Micador Name Pencil Case 340mm X 170mm Red with Orange Zip	1
18955708	Pascal Press Targeting Handwriting VIC Student Book 3	1
25090968	Winc Handy Pouch Plastic Pencil Case Mesh Zip A4 345 x 240mm Clear	1
Note:	To be used as library and take home reader bag	
25212541	Creative Kids Whiteboard Tablet A4 Dotted Thirds Magnetic	2

Table 1

Curriculum Contributions (Section A) Items and activities that students use, or participate in, to access the Curriculum	
Classroom consumables, materials & equipment Core Subject Costs: <ul style="list-style-type: none"> • English – Quality and rich texts to support literacy instruction, Novel Studies texts, Decodable Readers. (\$35) • Mathematics – Numeracy resources and equipment (eg. counters, dice, hundreds charts, mini clocks, compasses, etc). (\$30) • Integrated Studies – Classroom resources for GRASP Tasks, educational displays, Atlas, maps and First Nations resources. (\$20) • Printing, Photocopying and laminating of worksheets, learning materials and student work and displays. (\$25) 	\$110.00
Specialist Subject Costs: <ul style="list-style-type: none"> • Art – Paint, crayons, canvas, card stock, glitter, coloured paper and assorted art materials. (\$20) • Science – Supplies for experiments, models, displays, consumables and repairs. (\$20) • STEM – Coding, Robotics (Lego We Do, Dee Bots, Blue Bots, Sphero) and repairs. (\$20) • Performing Arts – Musical Instruments, costumes, props, craft paper, cardboard, paint, pencils. (\$20) • Wellbeing and Respectful Relationships – Classroom resources and online programs. (\$15) • Sustainability and Kitchen Garden Consumables – Gardening supplies for vegetable garden and ingredients for cooking. (\$30) • Physical Education – Sports equipment, repairs and membership fees for Sporting Schools Victoria and Bellarine District Sports Association. (\$40) • Printing, Photocopying and laminating of worksheets, learning materials and student work and displays (\$25) 	\$190.00
School Diary - Will be used daily by students and parents to support organisation and as a communication tool with teachers. (\$15)	\$15
Total Curriculum Contributions	\$315.00

Other Contributions (Section B) - for non-curriculum items and activities	
<p>Library</p> <p>Assist with the purchase of library books, book covering materials and library cataloguing subscription SCIS (\$30)</p> <p>(Any amount is gratefully accepted)</p>	\$30
<p>Student Support and Resources</p> <p>Assist with:</p> <ul style="list-style-type: none"> • First Aid Supplies and resources (eg. generic EpiPens, Ventolin, bandages, band-aids, tissues and ice packs). • Student wellbeing resources (eg. fidget toys, checklists, sensory items and noise cancelling headphones). • Compass subscription required for student attendance, parent communication, event notifications and news items from the school. • Assist with the maintenance, upkeep and supply of technology equipment throughout the school, including the classroom iPads and laptops for student use. • Maintenance and upkeep of outdoor spaces, including gardens, fencing and gates. • Staff stationery/classroom supplies required for teaching and learning. <p>(Any amount is gratefully accepted)</p>	\$50
Total Other Contributions	\$80.00

Tax Deductible Contributions	Please nominate amount
<p>QPS Building Fund</p> <p>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. (Any amount is gratefully accepted).</p>	
Total Amount	\$ __. __

Extra-Curricular Items and Activities – School Saving Bonus

Queenscliff Primary School offers a range of events, excursions and activities 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 are provided on a user-pays basis.

After reviewing this arrangement, we will not be adding the extra-curricular events, excursions, uniforms and activities to the WINC booklist, however you will be able to pay them through Compass on a pay as you go basis. Payments may also be made anytime in advance, and this will sit on your family account and be allocated once the charge is put on.

Families will be able to access any of their remaining *School Saving Bonus* which was provided by the Government in 2025 to pay for school uniforms, camps and excursions. Payments for excursions, events and camps in 2026 are not included in the voluntary financial contributions from families or outlined on the online purchasing system through WINC. Costs to families for these events will be outlined on Compass throughout the year in 2026 as the events and excursions arise. Families will be able to use funds from the *School Saving Bonus* to assist in paying for school events and excursions.

School photos are ordered and paid for directly to the photography company.

Financial Support for Families

Queenscliff Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- The Camps, Sports and Excursions Fund (available for families who hold a health care or pensioner card \$150 per year per student - <https://www.education.vic.gov.au/about/programs/Pages/csef.aspx>)
- Flexible payment arrangements including cash, credit or BPay can be set up for families or regular direct debit or BPay transfers can be set up.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Tansy Young, Business Manager on 5258 1696 or email queenscliff.ps@education.vic.gov.au.

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's Parent Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information. Please refer to Queenscliff Primary School's Refund policy on the school website.

Thank you for your support and valued contributions to our school. We greatly appreciate your voluntary contribution to enable us to deliver high quality educational programs and a supportive learning environment where all students can learn, grow and thrive.

With every best wish,



Mat McRae
Principal

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.