

PARENT PAYMENT ARRANGEMENTS 2026

Grade 3 - 2026

Dear PPS Families,

Portarlington Primary School is looking forward to another great year of teaching and learning and would like to advise you of Portarlington 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 provide a comprehensive curriculum and use of technology resources. Our Classroom Craft Activities and Specialist Subjects are detailed below and allow us to immerse students in each topic through a variety of hands on, interactive and creative experiences and opportunities.

Portarlington Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all Parent / Carers and families.

Portarlington Primary School is a **non-profit organisation**. The Department of Education provides funds through the Student Resource Package to operate and staff the school, and your fundraising and voluntary financial contributions enable us to enhance the teaching and learning programs.

The Department's Parent Payment Policy is attached to this letter for further information. We thank you for your financial contribution to the school so we can continue to add value to your child's education, particularly in areas such as STEM, Art, Music, Languages and extra curricular programs to enhance learning.

We use an online purchasing system through WINC for our Book Packs. **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.

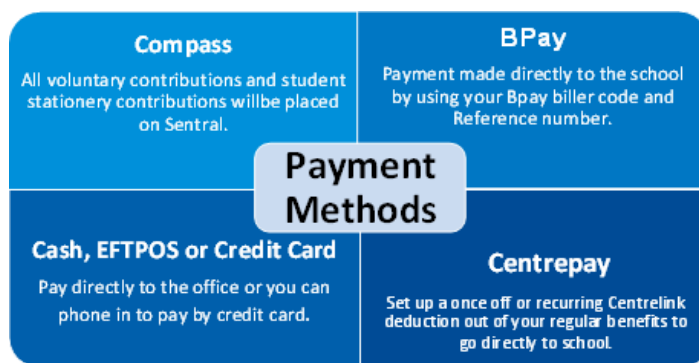
Students are required to bring their stationery book pack supplies to school on their first day, Thursday 29 January. Students are encouraged to label their books ONLY with their name. Please do not label individual stationery items, including pencils, sharpeners and rubbers.



Josh Brown
Acting Principal



Alli Napier
School Council President



Extra-Curricular Items and Activities

Portarlington Primary School offers a range of items and activities that enhance and broaden the schooling experience of students and that are above what the school provides to deliver the Curriculum. These are provided on a user-pays basis. This includes excursions, swimming, sport, camps and in-school special events. These will be payable through Compass.

School photos are ordered and paid for directly via Compass.

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.

Financial Support for Families

Portarlington 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 \$400 per year per student), forms will be sent home at the start of the 2026 school year.
<https://www.education.vic.gov.au/about/programs/Pages/csef.aspx>
- Parent Payment plans including cash, credit Centrepay or BPay. Families can set up regular direct debitor BPay transfers

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Lisa Gale, Business Manager on 5259 2572 or email Portarlington.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 Portarlington's Refund policy on the school website.

Thank you

On behalf of the Portarlington Primary School community, we thank you for your financial contributions which contribute towards the outstanding teaching and learning programs we provide.

Voluntary financial contributions and other contributions will be placed on Compass at the beginning of 2026.

You can choose to either pay the full amount, part pay or pay in instalments. Please contact the office if you would like further information.

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Classroom and specialists (STEM ,Art, & PE) consumables, materials and equipment</i> - Classroom – items purchased in bulk, eg. bookboxes, glue, coloured paper, drawing and crafting materials - Art – paint and craft materials for art including drawing and painting materials, oil pastels, charcoal, acrylic paints, PVA glue, pens, craft paper, clay, inks, etc - STEM – Equipment & Supplies - PE – Sporting equipment	\$ 170.00
ICT Equipment and Devices eg: robotics, Building Materials , lego	\$ 15.00
Enhanced Wellbeing – Resources & Programs	\$ 15.00
<i>Printing and photocopying of worksheets and learning materials – all students</i>	\$ 30.00
Other Contributions - for non-curriculum items and activities	Amount \$230.00
<i>Student and parent communication tools -all students</i> Compass Communication	\$ 25.00

Pay It Forward fund 2026 - In 2026 families can contribute to the Pay It Forward Fund to assist other Portarlington Primary School families experiencing financial hardship to help with the cost of camps, excursions, and activities. Disbursement of these funds will be assessed through leadership and the wellbeing team.	\$20.00
First Aid Contribution	\$ 15.00
School grounds maintenance and improvements	\$ 50.00
Total Amount	\$ 110.00

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
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.



2026 Requirements List for Grade 3

Your Access Key: 7RF7N

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, Portarlington Primary School, Portarlington, VIC and enter your school access key 7RF7N if required.
2. Complete the student's details and select Grade 1.
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.

Please note: Any technology items you order may be sent separately.

Deadlines and delivery information.

Home delivery:

Free Delivery: for orders placed on or before 5th December 2025;
\$12.95 delivery: for orders placed after 5th December 2025.

Orders placed by 19th December 2025 are guaranteed for delivery before Term 1, 2026.
Orders placed after this date will be delivered as early as possible, and we will endeavour to deliver before Term 1, 2026 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

Please order online at wincschools.com.au

2026 Requirements List for Grade 3

Your Access Key: 7RF7N

CODE	DESCRIPTION	QTY	PRICE	TOTAL
Requirements List				
Recommended Items				
10008059	Faber-Castell Triangular Coloured Pencils Pack 12 <i>Buy or retain from previous year</i>	2	\$2.85	\$5.70
18894995	Faber-Castell 1111 Matt Graphite Lead Pencil HB	24	\$0.22	\$5.28
18680647	Winc Whiteboard Marker Bullet Tip 1.5-3.0mm Assorted Set 6	3	\$2.75	\$8.25
25090784	Winc Eraser PVC Free Small	6	\$0.11	\$0.66
25090934	Winc Megaspacer Scrapbook 335x245mm 100gsm Plain 64 Pages	2	\$1.16	\$2.32
25090968	Winc Handy Pouch Plastic Pencil Case Mesh Zip A4 345 x 240mm Clear <i>Buy or retain from previous year</i>	1	\$2.28	\$2.28
25093477	Winc Handy Pouch Pencil Case Mesh Plastic Zip 260 x 185mm Clear <i>Buy or retain from previous year</i>	2	\$1.27	\$2.54
25093455	Winc Premium Exercise Book A4 10mm Grid 70gsm 96 Pages	4	\$1.32	\$5.28
18894989	Westcott Student Antimicrobial Scissors 6 Inch Assorted Colours <i>Buy or retain from previous year</i>	2	\$1.64	\$3.28
25093627	Winc Polished Wooden Ruler 30cm <i>Buy or retain from previous year</i>	2	\$0.50	\$1.00
86684162	Micador Colourfun Coloured Markers Assorted Pack 12 <i>Buy or retain from previous year</i>	2	\$5.49	\$10.98
87142914	Winc Glue Stick 20g	8	\$0.65	\$5.20
18960577	PaperMate Inkjoy Capped Ballpoint Pen Medium 1.0mm Blue Each	6	\$0.33	\$1.98
25096071	Winc Display Book A4 Refillable 20 Pocket Red <i>Buy or retain from previous year</i>	1	\$1.20	\$1.20
07248004	Winc Display Book A4 Refillable 20 Pocket Blue <i>Buy or retain from previous year</i>	1	\$1.20	\$1.20
07248006	Winc Display Book A4 Refillable 20 Pocket Green <i>Buy or retain from previous year</i>	1	\$1.20	\$1.20
86635716	Staedtler Maxi Learner Pencils Green	4	\$0.83	\$3.32
86552942	Staedtler Maxi Learner Pencils Red	4	\$0.83	\$3.32
25093444	Winc Premium Exercise Book A4 18mm Thirds Red Margin 70gsm 64 Pages	12	\$0.99	\$11.88
25171375	Staedtler Lumocolor Mini Whiteboard Wiper 70 x 40 x 15mm <i>Buy or retain from previous year</i>	4	\$1.09	\$4.36
25093469	Winc Handy Pouch Plastic Pencil Case Mesh Zip 340x135mm Clear <i>Buy or retain from previous year</i>	1	\$1.97	\$1.97
25210934	Writer Student Whiteboard Double Sided Magnetic 24mm Dotted Thirds Ruled/plain 360x280mm <i>Buy or retain from previous year</i>	1	\$5.12	\$5.12
10005235	Maped Shaker Pencil Sharpener 2 Hole Assorted Each	2	\$0.72	\$1.44
18872829	Canon LS-270VIII Pocket Calculator Blue	1	\$8.75	\$8.75
25193838	Writer Exercise Book 225 x 175mm 8mm Red Margin 70gsm 48 Page	2	\$0.77	\$1.54
25095969	BIC Cristal Ballpoint Pen 1.0mm Tip Red Each	2	\$0.39	\$0.78
85410901	Winc Facial Tissues 2 Ply 200 Sheets Each	1	\$2.08	\$2.08

Please order online at wincschools.com.au

Portarlington Primary School, Portarlington, VIC
100-110 Newcombe Street, Portarlington, 3223

2026 Requirements List for Grade 3
Your Access Key: 7RF7N



CODE	DESCRIPTION	QTY	PRICE	TOTAL
			Total: \$102.91	