PATTERSON LAKES PRIMARY SCHOOL

No. 5190

Gladesville Boulevard Patterson Lakes 3197
Phone 9772 4011
Email: patterson.lakes.ps@education.vic.gov.au

P.O. Box 330, Patterson Lakes, 3197
Principal: Jarrod Bainbridge
Website: http://www.patterson-lakes-ps.vic.edu.au

Friday November 13, 2026

Dear Parents and Carers,

This letter provides information about voluntary contributions you can make to support Patterson Lakes 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.

Patterson Lakes 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: Rachael Grady, Office Manager, 9772 4011 rachael.grady@education.vic.gov.au.

If you need an interpreter, please contact 03 9605 3053 and give our school's phone number 03 9772 4011. 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.

Yours sincerely,

Jarrod Bainbridge
Principal

Kayleigh Cerritelli
School Council President

PATTERSON LAKES PRIMARY SCHOOL 2027 PARENT CONTRIBUTIONS ARRANGEMENTS - PREP

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 *(Per student)*	**Suggested amount – parents can contribute more or less**	**Amount**
Voluntary contributions to enhance our school's range of programs, resources and environment.	$145.00	Parent to complete online

Tax-deductible voluntary contributions *(Per family)*	**Suggested amount – parents can contribute more or less**	**Amount**
Voluntary - Building fund: a tax-deductible contribution to support renovations and upgrades of school infrastructure	$75.00	Parent to complete online
Voluntary - Library fund: a tax-deductible contribution to support library maintenance and enhancements	$50.00	Parent to complete online

Extra-curricular items and activities

Patterson Lakes 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, additional swimming, camps, excursions, school photos etc…

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

Payment for extra-curricular items and activities will be advised and paid via Compass. Instalment plans will be made available for any extra-curricular activities in excess of $100.00. Please contact the school for advice on financial help available for extra-curricular items and activities.

Extra-curricular items and activities **Examples**	**Indicative cost**	**Confirmed cost**	**Parent/carer to select**
Foundation Excursions and Incursions	TBC	TBC advised via Compass	
Swimming Lessons (additional)	TBC	TBC advised via Compass	
Total Extra-curricular Items and Activities	TBC	TBC	

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 or ordered online from our school supplier, Complete Office Supplies (COS).

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 exact items to own, or keep, on an individual basis.

If you wish to buy items through the supplier, please go to:

Please order at **parent.cos.net.au**

COS will be supplying your 2027 student stationery packs. COS is a 100% Australian Family Owned & Operated school supplier. We've selected the list of items your child needs to start the year and worked with COS so you can order everything you need in one go and it will be **delivered directly to your child's classroom** before school starts.

The items listed on the following page have been selected as being required for **Prep in 2027 cost is $115.00.**

To ensure delivery prior to Term 1, 2027, please place your order by 15th January 2027.

2027 Requirements for Online Ordering
Listed below are the easy steps for placing your online order available from

Ready to order?
For a fast, simple, and secure way to place your order visit parent.cos.net.au and follow these steps:

1. Click https://parent.cos.net.au/school/patterson-lakes or scan below QR code to enter COS Parent Portal Or enter your school access code at parent.cos.net.au: 293948

2. Select the Year level required for 2027
3. Add your Pack to the shopping cart
4. Enter your Child's name
5. Enter in your credit card & PayPal details and then submit your order

You will receive an email order confirmation.

FOUNDATION BOOKLIST – Delivered directly to school			
Code	**COS Description**	**UOM**	**Qty**
BTS00025	Staedtler Natural Tri Jumbo 2B Pencil Graphite	Each	1
BTS00077	Bostik Glu Stik 35g Clear	Each	4
BTS00240	Faber Castell Junior Tri Grip 2B Pencil Graphite	Each	1
CASE1115	COS Mesh Pouch 350x245mm Clear	Each	1
CRAY2036	Faber Castell Jumbo Twist Crayons Assorted	Box12	1
EXER9067	COS Scrapbook 330x240mm Blank 100gsm 64p Marine Life	Each	2
SCIS3601	Westcott L/R AntiMicro Scissors 127mm Assorted	Each	1
WORK0050	Kluwell My Home Reading Yellow Junior 9780645989304	Each	1
WORK1630	Oxford Handwriting for Victoria YR F 3e 9780190346447	Each	1
EXER9068	COS Mini Scrapbook 165x245mm 100gsm 64p Marine Life	Each	1
EXER9101	Storybook 330x240 100gsm 24mm SR 64p Kangaroo	Each	3
EXER9273	COS A4 24mm DT G/G/S 70gsm 64p Ground/Grass/Sky	Each	2
FILE3885	COS Document Wallet PP FC Clear	Each	1
MARK3172	Staedtler 351 Whiteboard Marker 2mm Blue	Each	8
PENC4380	Faber-Castell Tri Junior Colour Pencils Assorted	Box10	2
EXER9065	COS Project 330x240 24mm DT 70gsm 64p	Each	2
TISS1040	COS Facial Tissue 2ply 100 Sheet	Each	2
	TOTAL COST – delivered to school		**$115.00**

Financial help for families

Patterson Lakes 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 instalment plans for Camps and Activities.
- Second-hand uniform sales.

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:
Rachael Grady
Ph: 03 9772 4011 Email: rachael.grady@education.vic.gov.au

Payment methods

Preferred method of payment for all stationery and parent contributions is made via the Complete Office Supplies website: see page 3 of this document.

Other Options:

- Pay voluntary contributions in person at the school office using EFTPOS or Cash
- Pay voluntary contributions over the phone using Credit/Debit Card

Payment for Extra Curricular items such as Camps, excursions, incursions and activities will be advised to families via Compass throughout the school year.

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

- **decide when to make each contribution – contact the office 9772 4011**
- **choose the amount of each contribution.**

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.