90 Cadles Rd, Carrum Downs, VIC, 3201
PO Box 8844, Carrum Downs, VIC, 3201
Email: banyan.fields.ps@education.vic.gov.au
Web: www.bfps.vic.edu.au
Phone: 03 9782 1333
Principal: Patrick Halpin

Dear parents

This letter provides information about voluntary contributions you can make to support Banyan Fields 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.

Banyan Fields 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: Patrick Halpin - Principal / Isabella Cannistraro – Business Manager, 03 9782 1333, banyan.fields.ps@education.vic.gov.au

If you need an interpreter, please contact 03 9605 3053 and give our school's phone number 03 9782 1333 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

Patrick Halpin
Principal

Jade Russo
School Council President

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BANYAN FIELDS 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.	$130.00	$[parent to complete]

Extra-curricular items and activities

Banyan Fields 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, camps, excursions and programs
- class photos
- social events like formals.

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

Payment for extra-curricular items and activities with a confirmed cost can be made now or later. 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
Excursions and Incursions (Foundation to Year 2)	$100.00	TBD	
Excursions and Incursions (Year 3 -6)	$120.00	TBD	
Swimming Program (Foundation to Year 6)	$30.00	TBD	
Year 2 Big Day In	$20.00	TBD	
Year 3 Sleepover	$20.00	TBD	

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Year 3 & 4 Masterchef	$15.00	TBD	
Year 4 & 5 Camp – Term 4	$450.00	TBD	
Year 6 Camp	$500.00	TBD	
Year 5 & 6 Summer/Winter Lightning Premiership	$25.00	TBD	
Year 6 Graduation Activities	$60.00	TBD	

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.

Banyan Fields Primary School has an arrangement with the following supplier for the materials that you can buy:

- Office Corporate and Education

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.booklistorders.com.au** or see recommended list provided and published on our website.

If you would like to buy items to own that are not from this supplier, you can contact the school office or view our school website for information about recommended list of stationery that will be used. Ph: 03 9782 1333 | Email: banyan.fields.ps@education.vic.gov.au | www.bfps.vic.edu.au

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Banyan Fields Primary School 2027 Booklist Orders

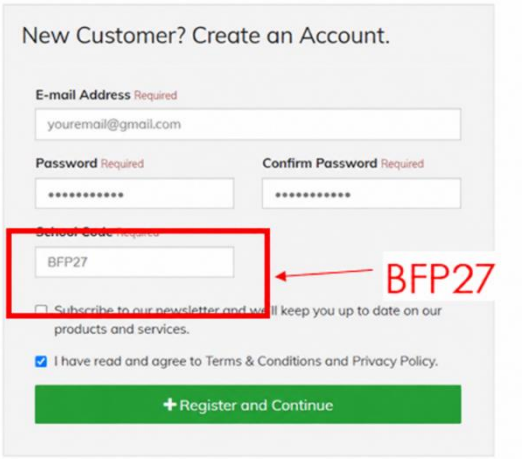
booklistorders.com.au
BY OFFICE CORPORATE & EDUCATION

Here's what you need to know to place your order.

New and Returning Users

Already Registered? If you ordered school supplies last year, you don't need to create a new account. Simply go to **www.booklistorders.com.au** and reset your password.

New Users? First, go to **www.booklistorders.com.au** to register. Make sure to use the school code **BFP27** when creating your account.



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When you create your password, it must be at least **12 characters long** and include:

- An uppercase letter (A-Z)
- A lowercase letter (a-z)
- A number (0-9)
- A special character (!@#$%^&*)

For example: Booklist123!

Once you've set your password, check your email for a verification link. Click the link to activate your account and view pricing.

Early Order Savings & Deadlines

Place your order by **midnight on December 7th, 2026** to receive these benefits:

- Discounted pricing for the school community.
- Free Delivery to Banyan Fields Primary School
- Orders placed from **December 8th and onward** will be subject to a **$6.95** late fee, which will be reflected in the shipping charges.

Delivery Information

Early Orders:

- Orders placed by January 12th midnight, will be delivered to the school prior to commencement of Term 1

Late Orders:

- Orders received from January 13th onward may not be included in the initial school delivery, and will likely be sent by courier after Term 1 commences.
- ---

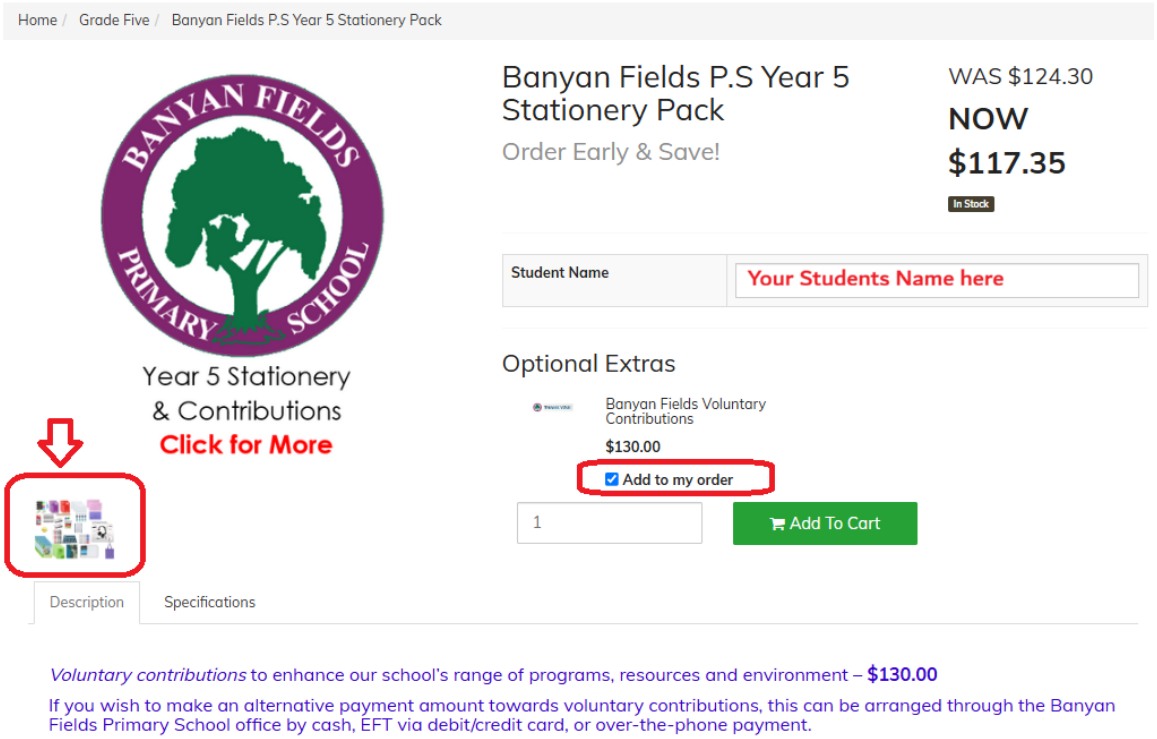
How to Place Your Order

1. **Log in** to your account. Select your child's year level (Foundation to Year 6).
2. **View Pack Details.** The ordering page shows exactly what's included in each pack. You can click on the second image for each year level to see a visual of the contents.
3. **Add Your Student's Name.** Please make sure to add your student's name on the ordering page. If you have multiple children, add each student's name and their book pack separately. This helps the school track which families have placed orders.

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4. *Voluntary contributions* to enhance our school's range of programs, resources and environment – **$130.00**

If you wish to make an alternative payment amount towards voluntary contributions, this can be arranged through the Banyan Fields Primary School office by cash, EFT via debit/credit card, or over-the-phone payment.



5. **Checkout.** VISA or Mastercard accepted. If you require any assistance with payment contact customer support.

Need Help?

If you have any issues with your order or need assistance, you can contact Booklist Orders directly:

- **Email:** info@booklistorders.com.au (Be sure to mention Banyan Fields Primary School)
- **Phone:** 1300 855 085 (Monday-Friday, 9am-5pm)

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Financial help for families

Banyan Fields Primary School understands families can experience financial difficulty. Help is available, including:

- **Camps, Sports and Excursions Fund** *(Form attached)* – 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 sales *(Stalls ran throughout the year)*
- Smith Family *(Form attached)*

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:

Patrick Halpin - Principal / Isabella Cannistraro – Business Manager
Ph: 03 9782 1333 | Email: banyan.fields.ps@education.vic.gov.au

Payment methods

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

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

Voluntary contributions can be made online via the **Office Corporate and Education** stationery supplier **www.booklistorders.com.au** using the school access code **BFP27** or alternatively Voluntary contributions can be made at the Banyan Fields Primary School office by cash, EFT via debit/credit card and/or over the phone payment. If you wish to contribute an alternative amount to the Voluntary contributions, you can also do this at the front office.

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.