Mandama Primary School

10 Corang Avenue
Grovedale, Victoria 3216
Tel: 03 5243 0820
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Learning for Life

GRADE PREP PARENT/CARER CONTRIBUTIONS 2026

Dear parent/guardian,

Mandama Primary School is looking forward to your child commencing at Mandama in 2026. We are looking forward to a great year of teaching and learning and would like to advise you of Mandama Primary School's voluntary financial contributions/school fees for 2026.

Schools provide students with free instruction to fulfil the standard Victorian curriculum. The ongoing financial 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 your future support, whether that is through fundraising or volunteering your time. This will make a huge difference to our school and the programs we can offer.

I seek your support as I endeavour with staff and School Council to provide an on-going enhancement of equipment and resources to benefit all student learning. I ask you to read the attached notices carefully.

We would appreciate payment by Wednesday 10th December 2025; however, payment may also be made in January 2026 at the school office on Thursday 22nd January between 8am and 1pm and Tuesday 27th January between 12noon and 5pm.

All booklist supplies will be available for all students in their classroom on the first day of Term 1, Wednesday 28th January 2026. Contributions can be made to the school by Cash, EFTPOS or BPAY.

Your family BPay reference number can be found on your family statement. BPay funds stay on your family account and can be used for curriculum contributions, extra-curricular items and activities and Out of School Hours Care (OSHC), for any child.

Any monies left on your family account when your child/ren finish at Mandama PS can be returned to you or transferred to your next government school.

CAMPS, SPORTS & EXCURSIONS FUND (CSEF)

Parents/carers who hold a valid means-tested concession card or are a temporary foster parent are able to apply for CSEF, which provides the school with $400 per student to cover the costs of excursions, camps and sporting activities. If you are eligible, please complete the attached application form. Funds from CSEF are linked to specific students.

There is no School Saver Bonus payment of $400 in 2025/26.

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

Best wishes and thank you for your continued support of our school.

Andrew Schaeche
Principal

Julie Taylor
School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum - **Category 1**		Amount
Student Stationery Supplies Scrapbooks, exercise books, display book, visual art diary, whiteboard, coloured markers and pencils, whiteboard markers, whiteboard, headphones, A3 Kraft art folio etc	$79.80	
Grade Prep classroom and STEM consumables, materials and equipment • Classroom – Laminating pouches, poster paper, cover paper, materials for specific classroom activities, permanent & whiteboard markers, blutac, tissues ($21) • Art -paint, glitter, sequins, coloured paper/card/poster/cover/crepe paper, themed activities, clay and modelling supplies, wool, PVA & adhesives, textiles, markers, pencils, pastels ($15) • Italian – cultural resources, bilingual texts, activity pages, art and craft supplies and A3 Mesh Zip Pouch ($10) • Mathematics – numeracy blocks, counters, cards ($10.00) • Literacy – reading group texts, classroom library texts, book boxes, take home readers ($8) • Digital Technologies – equipment updates and items for activities ($8) • Library – provision for shared library resources and books ($8)	$80.00	
Online subscriptions & Applications – Compass, Dojo, Acadience	$27.50	
Provision of ICT devices from shared classroom sets	$10.00	
Printing and photocopying of worksheets and learning materials	$10.00 Subtotal	**$207.30**
Other Contributions - for non-curriculum items and activities - **Category 2**	**Amount**	
First aid equipment – ice packs, bandaids, gauze, tape, cotton wipes, bandages, non adhesive dressings, wound dressings, saline solution	$5.00	
School grounds maintenance and improvements – Handy man services, soft fall mulch, sand, general grounds upkeep	$15.00 **Subtotal**	**$20.00**
Total suggested contributions for 2026		**$227.30**

Extra-Curricular Items and Activities

Mandama Primary School offers a range of items 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.

Extra-Curricular Items and Activities – Prices listed are a guide only. Confirmed costings and details will be sent out via Compass closer to the event Category 3	**Amount**
These are a guide and estimate only and do not need to be paid for until the event	
• P-2 Swimming Program	$ 35.00
• End of Year Celebration Day	$25.00
Total Extra-curricular Items and Activities	**$60.00**
Voluntary Contributions – Category 4	
School Improvements (please consider an amount listed of nominate your own) **$20, $40, $50, $100 (please add your nominated amount in the box to the right and include in your total)**	
Please add up the total of Categories 1-4 and write in the box on left **TOTAL COSTS FOR 2026:**	

Please note: We source our school items in bulk, free of GST and have them delivered to the school to be able to offer value and convenience. Parents/Carers may choose to provide or purchase bookpack supplies themselves. If you choose to do this, you are asked to consult with the school office to ensure your child has the correct items.

Booklist supplies will be available for all students in their classroom on the first day of Term 1, Wednesday 28th January 2026

Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- Flexible Payment arrangements
- State Schools Relief Support – please contact Sarah Harper, Business Manager, to discuss these options.

IF YOU ARE ELIGIBLE FOR CAMPS, SPORTS & EXCURSIONS FUND (CSEF), $400 can be put towards Camps and Excursions only.

Details on first page and application form attached. Please contact the office if you have any queries.

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

Sarah Harper

Ph: 03 *5243 0820* | Email: Mandama.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.

Payment methods

Payment can be made by Cash, EFTPOS or BPAY.

Please send completed form with payment to the school office by Wednesday 10th December 2025.

Alternatively, there will be two days in January 2026, Thursday 22nd January from 8am to 1pm and Tuesday 27th January 8am to 1pm.

Name of child: _____ ***2026 School Year : Prep***

TOTAL CONTRIBUTIONS – Please add totals from page 2 and 3	Amount
Curriculum Contributions (Category 1)	$
Other Contributions (Category 2)	$
Extra-Curricular Contributions (Category 3) Can be paid up front or when notes are sent out for these activities/events	$
Voluntary Contributions (Category 4)	$
I HAVE ENCLOSED PAYMENT OF:	
OR PLEASE ALLOCATE BPAY FUNDS TO THE AMOUNT OF:	

Signature: _____ ***Date:*** _____

PAYMENT SLIP

GRADE PREP CURRICULUM CONTRIBUTIONS 2026

Please return completed form & payment **to the office by** ***Wednesday 10th December 2025.***

Credit Card ◯ **BPay** ◯ **Cash/Cheque** ◯

Credit Card Authorisation

Please debit my credit card for the above amount (These details will be shredded once payment is processed)

Name		Expiry Date: /	CCV:
Signature:		Date:	

Camps, Sports and Excursions Fund

APPLICATION FORM

Mandama Primary School	5185
School Name	**School Ref ID**

Parent/carer details

Surname	
First Name	
Address	
Town/Suburb	
State and Postcode	
Contact Number	

Centrelink pensioner concession **OR** Health care card number (CRN)

☐☐☐ – ☐☐☐ – ☐☐☐ – ☐ **OR**

☐ Foster Parent* **OR** ☐ Veterans affairs pensioner (Gold Card)** **OR** ☐ Special Consideration

*Foster Parents must provide a letter of support from the institution facilitating the arrangement (for example Mackillop Family Services) or the Department of Families, Fairness and Housing (DFFH) is required as evidence).

**Applicants must provide a copy of the Veteran Affairs Gold card.

Student details

Child's surname	Child's first name	Student ID	Date of birth (dd/mm/yyyy)	Year level

I authorise the Victorian Department of Education (DE) to use Centrelink Confirmation eServices to perform an enquiry about my Centrelink customer details and concession card status to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Victorian Department of Families, Fairness and Housing (DFFH) to provide the results of any enquiry to DE regarding temporary care orders.

I understand that:

- DFFH or Centrelink will use information I have provided to DE to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DE personal information including my name, address, payment and concession card type and status.
- This consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DFFH and provide it to my child's school so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DE.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to DFFH and/or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You can request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant _____ **Date** ___/___/202

Camps, Sports and Excursions Fund eligibility

Below are the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

Criterion 1 – General eligibility

The applicant must be one of the following:

- a parent or carer who is the beneficiary of a financially means-tested card.
- a student over 16 years who is considered a mature minor and holds a valid concession card (such as a Youth Allowance Health Care Card or Disability Support Pension Card). For guidance on assessing whether a student is a mature minor, refer to the department's policy on Mature Minors and Decision Making.
- A parent or carer whose child is 16 or over and the beneficiary of a financially means tested card but are not considered a mature minor.

Applications must be submitted to the school by the end of Term 2.
Where the parent or carer is seeking eligibility based on an eligible financially means-tested card, eligibility will be determined when the relevant concession card successfully validates with Centrelink on either the first day of Term 1 or Term 2.
For students over 16 years of age and where the eligible card is in the name of the student, the fund is only granted to that student, not their siblings.

Criterion 2 – Be of school age and attend a Victorian school

For the purposes of CSEF, students may be eligible for assistance if they attend a registered Victorian school.
CSEF is not payable to a student attending pre-school, kindergarten, TAFE or who are home schooled.
A special consideration eligibility category also exists and should be made through the application form. For more information, see: Camps, Sports and Excursions Fund (CSEF): Eligibility | education.vic.gov.au

Eligible means tested cards

The full list of eligible concession and health care cards is available on the Services Australia website.

Eligibility date

For concession card holders, CSEF eligibility will be subject to the parent/carer's concession card being successfully validated with Centrelink (see Camps, Sports and Excursions Fund (CSEF): Policy | education.vic.gov.au).

Payment amounts

CSEF is an annual payment paid directly to the school and will be allocated by the school towards camps, sports and/or excursion costs for your child. Please refer to the policy for the current rates.
For ungraded students, the rate payable is determined by the student's date of birth. For more information, see: Camps, Sports and Excursions Fund (CSEF): Payment amounts | education.vic.gov.au
Foundation and Year 7 government school students who are CSEF recipients are also eligible for a uniform voucher. Schools are required to make applications on behalf of parents, so please register your interest at the school.

How to complete the application form

Note: all sections must be completed by parent/carer

1. Complete the PARENT/CARER DETAILS section.
   Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.
   If you are claiming as a Foster Parent a letter of support from the institution facilitating the arrangement (for example Mackillop Family Services) or the Department of Families, Fairness and Housing (DFFH) is required as evidence. If you are claiming a Veteran Affairs Pensioner, you will need to provide a copy your Veterans Affairs Pensioner Gold card.
2. Complete the STUDENT/S DETAILS section for students at this school.
3. Sign and date the form and return it to the school office as soon as possible.

CSEF payments cannot be claimed retrospectively for prior years.
Queries relating to CSEF eligibility and payments should be directed to the school.

Privacy Statement

The Department of Education is committed to protecting your privacy. All information collected will be handled in accordance with the Privacy Data and Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic). Your data is securely managed and only shared with third parties when necessary for business operations or legal compliance. By submitting this form, you consent to our data practices. For more information regarding correction to your personal information or the handling of personal information please email csef@education.vic.gov.au. For more information about the departments privacy policy, please visit: Schools' privacy policy | vic.gov.au

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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- 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.