



MORTLAKE COLLEGE

10 Hood Avenue

P.O. Box 84

Mortlake 3272

Phone: (03) 5599 2204 Fax: (03) 5599 2503

email: mortlake.p12@education.vic.gov.au

Parent Payment Arrangements

Dear Parents and Carers

Mortlake P-12 College is looking forward to another great year of teaching and learning and would like to advise you of our voluntary financial contributions for 2026. The parent funded charge provides class teaching and learning materials for students.

Schools provide students with free instruction to fulfil the standard curriculum requirements 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.

Please find attached curriculum contributions for Year Prep. Please complete and return to Mortlake P-12 College by **5 December 2025** so that we can prepare accordingly.

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

Financial Support for Families

Mortlake P-12 College understands that some families may experience financial difficulty and offers a range of support options, including:

- **The Camps, Sports and Excursions Fund** – families who qualify with a health care card may access CSEF funding towards camps, swimming, sports and excursions. Applications for this will be required each year and parents will be advised when applications are accepted. For each student who qualifies, the school will receive \$400 which will be credited towards camps, swimming, sports and excursions.
- **State Schools Relief** – provides support to any Victorian student attending a government school (primary, secondary or specialist), on the advice of the school. Schools are able to submit an application directly, whenever they believe there is a need to support a student whose family/carers are facing difficulty in providing the appropriate uniform, footwear or educational items required for attending school.
- **Welfare and support agencies** that have established partnership arrangements with schools to provide further assistance to students and their families.

For a confidential discussion about accessing these services please contact:

Brooke Baker – Business Manager

Ph: 03 5599 2204

Email: brooke.baker@education.vic.gov.au



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Students wishing to participate in extra curricular activities such as camps, excursions, graduation functions etc must meet the full cost of the activity prior to the activity commencing unless a mutually suitable arrangement has been entered into between the School and the family.

Payment Methods

Parents will be invited to make payments in a variety of ways. Options include:

- BPAY – this unique number appears on family statements/invoices
- Direct deposit – account details as follows:
 - Account Name: Mortlake P12 College
 - Bank: Commonwealth Bank
 - BSB: 063 533
 - Account Number: 109 431 12
 - Reference: a family reference code can be found on your family statement or you may contact the General Office
- EFTPOS, Cash or Cheque directly to the school general office

Refund Arrangements

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.

Yours sincerely,

Linda Mooseek

Linda Mooseek
Mortlake P-12 College School Principal

Bruce Goddard

Bruce Goddard
School Council President

YEAR PREP

Please find the itemised list of Curriculum Contributions, Other Contributions, Extra-Curriculum Items and Activities for your child.

Please complete the following two pages and return to the school by **5 December 2025** so the school can prepare accordingly.

STUDENT'S NAME _____

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Year Prep Classroom Consumables, Materials & Equipment • Art consumables –paint, glitter, crayons, craft paper, glue, popsicle sticks etc. • Science experiment ingredients – flour, bi-carb soda etc • Mathematics – numeracy blocks & equipment • English – book boxes, classroom library, readers, literacy white board • Sports – equipment • Printing and photocopying of worksheets and learning materials • Discovery – equipment, playdough	\$150.00
• ICT Devices – provision of devices from the shared classroom sets	\$ 20.00
Online Subscriptions • Literacy – DIBELS	\$ 3.00
School Events Levy (additional events will be charged on a user pays basis) • Visiting Artists • Prep Late Stay • House Swimming Carnival • AFL Grand Final Breakfast	\$ 50.00
Total Curriculum Contributions Amount	\$223.00

Other Contributions - for non-curriculum items and activities	Amount
School grounds maintenance and improvements contribution (Family Payment) ☐ YES / ☐ NO suggested amount \$50.00	\$
School Magazine – Karawatha ☐ YES / ☐ NO \$20.00	\$
School Sports Victoria affiliation	\$ 2.00
First Aid Equipment – band aids, ice packs, tissues, vomit bags, sanitiser, sunscreen etc	\$ 10.00
Total Other Contributions Amount	\$

Stationery Items for Students to Own - REQUIRED

Attached is a list of items that the school recommends you purchase from Officeworks for your child to individually own and use. A Portal has been set up with Officeworks so that you can conveniently access class stationery lists, with a variety of payment options. You can access the Officeworks Portal via the link or QR code included on the attached list of items. Instructions on how to navigate the Portal are also attached.

If you choose to purchase the listed items elsewhere, please ensure your child has all items as listed ready to commence school in 2026.

Extra-Curricular Items and Activities

Mortlake P-12 College offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum.

The cost of extra-curricular items and activities will be advised throughout the year.

Total

Category	
Curriculum Contributions	\$ 223.00
Other Contributions	\$
Total	\$

Shop with ease using Officeworks School List Service

Back to School, all sorted.
officeworks.com.au/booklist



Mortlake P-12 College			Prep
Code	Description	Qty	Essential
GENERIC STATIONERY			
LE89304	Kluwell My Home Reading Book Yellow	1	Yes
MEGAMONR64	Studymate 240 x 331 Megamonster Scrapbook 64 Pages	2	Yes
NPMEB6550	Writer Premium 330 x 240mm Story Book 24mm Ruled 64 Page	1	Yes
SMCG3	Studymate Soft Grip Scissors 5"/127mm	1	Yes
SM3500D	Studymate Glue Stick 35g	4	Yes
SMGCHERLGE	Studymate Eraser Large	1	Yes
SMSM605	Studymate Twin Zip Name Pencil Case Large Black	1	Yes
ST119NHB	Staedtler Natural Jumo Triangular Graphite Pencil HB	4	Yes
SMJTCP125	Studymate Coloured Jumbo Pencils 12 Pack	2	Yes
NPMEB6596	Writer Premium Story Book 24mm Dotted Thirds 64 Page	1	Yes
KEJIT14B	Keji Magnetic Whiteboard Eraser Small Blue	2	Yes
JBBY112BAS	J.Burrows Whiteboard Markers Bullet Assorted 12 Pack	1	Yes
LE202954	Targeting Handwriting NSW Kindergarten	1	Yes
FA11150AP	Faber Castell Connector Pens 10 Pack	2	Yes
ADN500160C	Aqua Drops A4 Display Book 60 Pocket Fixed Clear	1	Yes
SMLHSC5IN	Studymate Left Handed 5" Scissors	1	No

officeworks.com.au/booklist



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

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.