



7th November 2025

Dear Parent/Guardian,

Orchard Park Primary School is looking forward to another great year of teaching and learning and would like to advise you of Orchard Park 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 is through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

As per previous years we are not asking our parents to purchase curriculum items for their child/ren through another provider. Instead, we *invite* our families to make a voluntary contribution to the school that will help provide student curriculum materials, I.T devices, printing and photocopying of worksheets, art consumables and other specialist items.

***Everything your child/ren need for their learning will be purchased directly by the school and ready for the beginning of the school year.**

To make a voluntary contribution payment see '*Course Confirmation/School Payments*' - '**2026 Voluntary Contributions**' in our **COMPASS portal**. COMPASS access instructions are attached.

If you require further support, please contact the school office.

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

Yours sincerely,

Nathan Jagoe
Principal

Hannah Milburn
School Council President

Below is an example of Curriculum Contributions - items that students use, or participate in, to access the Curriculum	Amount
<i>Classroom consumables, materials & equipment such as;</i> <ul style="list-style-type: none"> • Exercise books, pens, pencils, rulers, glue, tape. • Mathematics – numeracy blocks • English – book boxes • Resilience Project journals • Whiteboards • Art, P.E and STEM items 	\$165.00
<i>ICT devices – provision of devices from the shared classroom sets</i>	\$20.00
<i>Printing and photocopying of worksheets and learning materials</i>	\$15.00
Total Curriculum Contributions	\$200.00

Extra-Curricular Activities – *provided on a user-pays basis*

Orchard Park Primary School offers a range of 'optional' 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 activities such as camps and excursions will be advised throughout the year.

Financial Support for Families to participate in 'Extra Curricular Activities'

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

- the Camps, Sports and Excursions Fund
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact the school office.

Ph: 03 5947 9100 Email: orchard.park.ps@education.vic.gov.au

Payment method

Item	Payment Methods
Curriculum Contributions Extra-Curricular Activities	Via Compass - Course Confirmation/School Payments

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 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.

COMPASS – ‘HOW TO’

HOW TO Access Compass


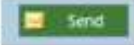
To log in you will require your unique family username and password. These details will be provided to you by the school. Upon first login, you will be required to change your password and confirm your email address and mobile phone number. (If you are unsure of your username and password, please email the school orhard.park.ps@education.vic.gov.au)

1. Go to: <https://orchardparkps-vic.compass.education/>
2. Use your username & password to log in


*you may also wish you download the App “Compass School Manager”, use the same username and password to log in. Please note that not all the functions are available via the app.

HOW TO Contact the Teachers

Webpage:


1. Go to  Send email to Harrison’s teachers
2. Write your message
3. Add or remove recipients
4. Press send 


App:

1. Go to menu 
2. Select  Open in Browser
3. Follow the **Webpage** process mentioned


HOW TO Log an Absence

Webpage:


1. Go to  Add Attendance Note (Approved Absence/Late)
2. Select a reason
3. Today’s date will prepopulate, change if necessary

Start:	12/05/2021	08:00 AM	Select a period...
From:	12/05/2021	05:00 PM	Select a period...
4. Press save 

App:

1. On the home page go to 
2. Select a reason

Cancel	Add Approval
Reason	None
3. Select a date

Start Date	27/04/2018 - 08:00 AM
End Date	27/04/2018 - 05:00 PM
4. Press 

HOW TO Explain a passed Absence

Webpage:

1. Go to
2. Select the absence that you want to explain
3. Go to
4. Select a reason
5. Press save

App:

1. Go to menu
2. Select
3. Follow the Webpage process mentioned

HOW TO Reset your Password

1. Email the school orchard.park.ps@education.vic.gov.au and a member of Admin will reply to your email with a new temporary password

HOW TO Consent/Pay for an Excursion

Webpage:

1. Go to
5. Select
6. Read details
7. Complete 4 steps
8. Press "Process"

App:

1. On the home page go to
2. Select events
3. Select the event you want to consent/pay
4. Read details
5. click