



January 2026

Dear F-10 parent /guardian,

Western English Language School is looking forward to another great year of teaching and learning and would like to advise you of Western English Language School's voluntary financial contributions for 2026.

Schools provide students with free instruction to fulfil the standard curriculum requirements and we want to assure you that all contributions are voluntary. We thank you for all your support; it has made a huge difference to our school and the programs we can offer.

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

Yours sincerely,

Laurence Guttman

Principal

Western English Language School Council

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Primary classroom materials and activities	\$40.00
Secondary Book packs	\$30.00
Total Curriculum Contributions	\$40 (primary) \$30 (secondary)

Other Contributions - Secondary activities for ineligible CSEF recipients	Amount
1st child \$100.00 once off	\$100
2nd child \$80.00 once off	\$80
3rd child \$60.00 once off	\$60
Other children \$40.00 once off	\$40
Total Other Contributions	As above

Applicable to Braybrook, Footscray, St Albans, Melton, Wyndham & Manor Lakes Campuses

Financial Support for Families

Western English Language 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)

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact the school's office on Ph: 03 9311 9325 | Email: western.els@education.vic.gov.au

Total

Category	Total
Curriculum Contributions	\$40 (primary) \$30 (secondary)
Other Contributions	\$100 (secondary only)
Total	\$40 (primary) \$130 (secondary)

Payment methods

EFTPOS

Cash

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 Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.

Items for students to own

Parents can purchase school uniforms directly from the school. Order forms for each campus are below.
Students can purchase school lunches from their school's canteen. A Canteen Menu is included below.

UNIFORM ORDER FORM-MANOR LAKES

STUDENT NAME

CLASS

ITEM	SIZE	COLOUR	QUANTITY	TOTAL PRICE	
Short Sleeve Polo Shirt Size 6-14 \$16.00 S-L \$18.00					
Long Sleeve Polo Shirt Size 6-14 \$17.00 Size S-L \$18.00					
Polar Fleece ¼ Zip Top Size 6-14 \$25.00 S-L \$29.00					
Hat Size S-L \$8.00					
TOTAL				\$	

- You need a red **or** white **or** blue shirt
- You need a red **or** blue windcheater.
- You **can choose** to buy pants and extra shirts if you wish
- If you can get a shirt and a windcheater more cheaply elsewhere, please do so as it is only the **colour** of the shirt and windcheater that is important.
- Please place money and order form in school envelope and bring it to the office and your order will be ready for you when you collect from base-**please inform the uniform coordinator of a suitable collection time.**
- **If you have a problem with purchasing uniforms please see the Uniform**

Coordinator.

UNIFORM ORDER FORM-MELTON

STUDENT NAME

CLASS

ITEM	SIZE	COLOUR	QUANTITY	TOTAL PRICE	
Short Sleeve Polo Shirt Size 6-14 \$16.00 S-L \$18.00					
Long Sleeve Polo Shirt Size 6-14 \$17.00 Size S-L \$18.00					
Polar Fleece ¼ Zip Top Size 6-14 \$25.00 S-L \$29.00					
Hat Size S-L \$8.00					
TOTAL				\$	

- You need a red **or** white **or** blue shirt
- You need a red **or** blue windcheater.
- You **can choose** to buy pants and extra shirts if you wish
- If can get a shirt and a windcheater more cheaply elsewhere, please do so as it is only the **colour** of the shirt and windcheater that is important.
- Please place money and order form in school envelope and bring it to the office and your order will be ready for you when you collect from base-**please inform the uniform coordinator of a suitable collection time.**
- If you have a problem with purchasing uniforms please see the Uniform Coordinator.

UNIFORM ORDER FORM-ST ALBANS

STUDENT NAME

CLASS

ITEM	SIZE	COLOUR	QUANTITY	TOTAL PRICE	
Short Sleeve Polo Shirt Size 6-14 \$16.00 S-L \$18.00					
Long Sleeve Polo Shirt Size 6-14 \$20.00 Size S-L \$20.00					
Polar Fleece ¼ Zip Top Size 6-14 \$30.00 S-L \$32.00					
Hat Size S-L \$9.00					
TOTAL				\$	

- You need a red **or** white **or** blue shirt
- You need a red **or** blue windcheater.
- You **can choose** to buy pants and extra shirts if you wish
- If you can get a shirt and a windcheater more cheaply elsewhere, please do so as it is only the **colour** of the shirt and windcheater that is important.
- Please place money and order form in school envelope and bring it to the office and your order will be ready for you 12.40pm-2pm the following day.
- **If you have a problem with purchasing uniforms please see your teacher.**

UNIFORM ORDER FORM-BASE & WC

STUDENT NAME

CLASS

ITEM	SIZE	COLOUR	QUANTITY	TOTAL PRICE	
Short Sleeve Polo Shirt Size 6-14 \$16.00 S-L \$18.00					
Long Sleeve Polo Shirt Size 6-14 \$20.00 Size S-L \$20.00					
Polar Fleece ¼ Zip Top Size 6-14 \$30.00 S-L \$32.00					
Hat Size S-L \$9.00					
TOTAL				\$	

- You need a red **or** white **or** blue shirt
- You need a red **or** blue windcheater.
- You **can choose** to buy pants and extra shirts if you wish
- If you can get a shirt and a windcheater more cheaply elsewhere, please do so as it is only the **colour** of the shirt and windcheater that is important.
- Please place money and order form in school envelope and bring it to the office and your order will be ready for you 12.40pm-2pm the following day.
- **If you have a problem with purchasing uniforms please see your teacher.**

UNIFORM ORDER FORM-FOOTSCRAY CAMPUS

STUDENT NAME

CLASS

ITEM	SIZE	COLOUR	QUANTITY	TOTAL PRICE	
Short Sleeve Polo Shirt Size 6-14 \$16.00 S-L \$18.00					
Long Sleeve Polo Shirt Size 6-14 \$20.00 Size S-L \$20.00					
Polar Fleece ¼ Zip Top Size 6-14 \$30.00 S-L \$32.00					
Hat Size S-L \$9.00					
TOTAL				\$	

- You need a LIGHT blue shirt
- You need a NAVY blue windcheater.
- You **can choose** to buy pants and extra shirts if you wish
- If you can get a shirt and a windcheater more cheaply elsewhere, please do so as it is only the **colour** of the shirt and windcheater that is important.
- Please place money and order form in school envelope and bring it to the office and your order will be ready for you when you collect from base - **please inform the uniform coordinator of a suitable collection time.**
- If you have a problem with purchasing uniforms please see your teacher.



WELS CANTEEN MENU 2026



DAILY SPECIAL MEALS MONDAY-FRIDAY \$6.00-\$7.00

PLEASE SEE DISPLAY BOARD FOR DETAILS

This menu has been approved by the Healthy Eating Advisory Service Victoria

Fresh sandwiches and rolls

Wholemeal, multigrain, high fibre white bread (rolls 50 cents extra)

Sandwiches

Loan's Special	\$5.00
Egg & lettuce	\$5.00
Cheese	\$3.00

Rolls

Chicken and Salad	\$6.00
Chicken, lettuce, tomato and carrot	
Cheese, Salad and avocado	\$6.00
Cheese, lettuce, tomato and carrot	
Egg, lettuce, tomato and carrot	\$6.00
Chicken kebab with lettuce and carrot	\$6.00

Fresh salads

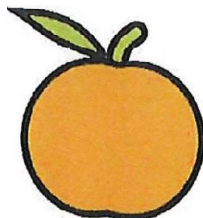
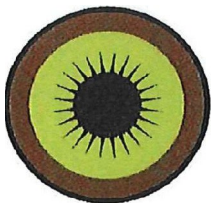
Energy Salad	\$7.00
Lettuce, cheese, tomato, grated carrot and corn	

Cool Drinks

Water	\$2.50
Milk - Plain	\$1.00
Flavoured Milk – Chocolate, Strawberry	\$3.00

Ice Creams / Frozen Treats

Paddle Pop (various flavours)	\$2.50
Icy Pole Lemonade	\$2.50



Tasty hot foods

Hot Foods

Pizza slice	\$4.00
Fried Rice	\$4.50
Chicken Kebab	\$3.50
Spicy Chicken Wings (each)	\$3.00
Chicken Fingers/Nuggets/Fish Fingers	each \$0.60
	9 for \$5.00
Noodles (Chicken or Beef)	\$4.00
Lasagna or Spaghetti	\$6.50
Chicken and rice	\$6.50
Hot chips	\$3.50
Curry and Rice	\$6.50
Soup (subject to availability)	\$3.00

Sushi Rolls

Twin pack - Tuna, Chicken, Vegie	\$6.50
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Super snacks

Fresh Fruit pieces	\$1.50
Boiled Egg	\$1.00
Popcorn	\$1.50
Fruit Cup (peach/pear)	\$0.50
Mini Muffins - blueberry, banana, chocolate	\$1.50

WHAT DO THE DOTS MEAN?

- Everyday
- Select Carefully
- Limit (no red items on this menu)



Lunch

Student	\$6.50
Teacher	\$8.00

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.