



3rd November 2021

Year 1 2022

Dear parent/guardian,

Whittlesea Primary School is looking forward to another great year of teaching and learning and would like to advise you of Whittlesea Primary School's voluntary financial contributions for 2022.

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's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to:

- *upgrade our arts room,*
- *upgrade our gymnasium and physical education department,*
- *enhanced the digital learning opportunities for the early years' students,*
- *upgraded the library and literacy program.*
- *Subsidise the cost associated with the Interschool sport program*
- *Refurbishment of school grounds*

Please find below Whittlesea Primary Schools' voluntary financial contributions schedule for 2022, which includes an overview of what your payments will contribute towards. You will notice that the policies and procedures regarding parent payments have shifted significantly. ***Please be aware that the school's ongoing process of purchasing student stationary supplies in bulk for all students will no longer continue.*** Parents will now have the opportunity to purchase annual stationary supplies from our preferred supplier – Paperchase Office National. This change is necessary to comply with both COVID safe practices and the new Department of Education and Training policy. In light of these changes Whittlesea Primary School will not be running an excursion levy for 2022, all excursions/incursions will be displayed as events on compass for individual payment and consent.

Department of Education guidelines now mandate that schools are unable to provide parents with a statement of fees. With this in mind, parents are asked to please review the recommended voluntary financial contributions schedule below for an indication of recommended contributions for your child/ren.

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

Yours sincerely,

*Ty Hoggins,*  
Principal

*Josh Parks,*  
School Council President



<b>Curriculum Contributions</b> – items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<b>CURRICULUM CONTRIBUTIONS</b> <ul style="list-style-type: none"> <li>• Classroom consumables, materials &amp; equipment</li> <li>• Printing and photocopying of worksheets and learning materials</li> <li>• Whole school Athletics Carnival</li> <li>• ICT Devices – provision of devices from the shared classroom sets</li> <li>• Online subscriptions               <ul style="list-style-type: none"> <li>○ Essential Assessments (Maths)</li> <li>○ Sunshine Online (Literacy)</li> <li>○ Epic (Literacy)</li> </ul> </li> </ul>	\$125-
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
<b>OTHER CONTRIBUTIONS</b> <ul style="list-style-type: none"> <li>• Student wellbeing programs</li> <li>• SWPBS</li> <li>• First aid equipment</li> <li>• School grounds maintenance and improvements</li> </ul>	\$50-
<b>Tax deductible contributions</b>	
<b>TAX DEDUCTIBLE CONTRIBUTIONS:</b> <ul style="list-style-type: none"> <li>• Building fund.</li> </ul> <p>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.            A separate tax-deductible receipt will be provided.            Please nominate the amount you would like to contribute.  <b>Recommended amount \$50-</b></p>	
<b>Total Amount</b>	<b>\$</b>

**Educational items for students to own**

Attached is a list of items that the school recommends you purchase from [Paperchase Office National](#) for your child to individually own and use.



### Extra-Curricular Items and Activities

Whittlesea 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	Amount	Purchase (Please tick)
<i>Optional Swimming Program</i>	<i>TBA</i>	
<i>Optional excursions and incursions to be scheduled</i>	<i>TBA</i>	
<b>Total Extra-curricular Items and Activities</b>		<b>\$TBA</b>

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund

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

*Libby Eaves*

Ph: 03 9716 2140 | Email: [Whittlesea.ps@education.vic.gov.au](mailto:Whittlesea.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.*



**Total**

**Student Name:** \_\_\_\_\_

	Item Amount	Number of students in your family	Annual Amount per FAMILY
Curriculum Contributions	\$		\$
Other Contributions	\$		\$
Building Fund Contribution	\$		\$
Extra-Curricular Items and Activities	\$		\$
<b>TOTAL FAMILY CONTRIBUTION</b>			<b>\$</b>

**Payment methods**

Payment can be made via the following methods;

- Cash, Eftpos, Mastercard or Visa at the office.
- BPAY- Please contact the office for your family BPAY details
- Credit Card via the below payment slip

Name on card: \_\_\_\_\_ Signature: \_\_\_\_\_

Credit Card  
Details:

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ CVC: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Please note minimum charge \$10 on all credit card 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.



## Educational items for students to own

Whittlesea Primary School are switching to an online only ordering system for Book Packs in 2022 with our stationery supplier Paperchase Office National.

Pre-purchased book packs will be available for collection from Whittlesea Primary School ELC between **10am and 2pm Monday 24<sup>th</sup> and 25<sup>th</sup> of January 2022.**

Complete Packs only can be ordered through the Paperchase Booklist website, see below for details.

Please ensure that your order is placed via the online portal no later than **17th December 2021** to guarantee free delivery to the school.

Orders placed after this date may incur a \$5 processing fee, and are not guaranteed to be delivered prior the start of Term 1 2022.

Parents are welcome to contact the school office for assistance to place the book pack order if they do not have any access to the internet at home.

### Online Ordering Procedure

1. Go to <http://booklist.paperchase.com.au>
2. ENTER THIS SCHOOL ACCESS CODE: **BTSWSPS**  
School code must be entered. Searching for school will not work
3. Click 'Create Order', Enter students first and last name, choose year level from the drop-down list and follow the prompts to place your order.

Please check your E-mail for order receipt.

PLEASE NOTE: All packs will be delivered to the school for distribution to students and therefore must be pre-paid. Payment must be made during the online ordering process, by Visa or Mastercard (credit card or debit card accepted). ZIP Pay also available\*

\* ZIP Interest free, nothing to pay upfront, flexible repayments. You will need an active Zip account. Conditions apply: <https://zip.co/create-an-account>

If you elect not to purchase the booklist through Paperchase Office National, please ensure children come to school on the first day with the required materials.

If you have any queries, please contact the school office.



**STATIONERY PACK** - Sold as a Pack only - items can not be altered

Qty	Code	Description	Unit
1	4003417	PENCIL CASE POLYESTER 600D HIGH QUALITY - 1 ZIP - RED & BLUE - 34 X 17 CM	EACH
5	7013521	STAEDTLER 128 JUMBO TRIANGULAR GRAPHITE PENCILS 2B	EACH
2	7000200	MAPED SHAKER SHARPENER 2 HOLE	EACH
3	7038167	CRAYOLA TAKE NOTE DRY ERASE WHITEBOARD MARKERS CHISEL ASSORTED PACK 4	PACK 1
3	7036017	BIC ECOLUTIONS GLUE STICK 36G	EACH
1	4010239	SCHOOL SCISSORS 6 INCH	EACH
1	7049367	RULER WOODEN 300MM POLISHED	EACH
1	7012809	CRAYOLA TWISTABLES CRAYONS 165MM PACK 12	PACK 1
1	7046810	CRAYOLA ULTRA-CLEAN WASHABLE MARKERS BROAD BRIGHT COLORS PACK 10	PACK 1
1	7007785	BIC KIDS EVOLUTION TRIANGULAR COLOURING PENCILS PACK 12	PACK 1
1	7005894	ERASER LARGE	EACH
2	4000185	PICTOR MEGA SPACEBUDDIES SCRAPBOOK 100GSM 64 PAGE 330 X 240MM	EACH
5	4000123	PICTOR TURTLE PREMIUM WRITING BOOK 24MM DOTTED THIRDS 70GSM 64 PAGE 330 X 240MM	EACH
1	7101719	MOKI LITE HEADPHONES WITH VOLUME CONTROL BLACK	EACH
1	4028610	DOCUMENT WALLET A4 BUTTON GREEN	EACH
1	4010001	PACKAGING: BTS BAG	EACH

**Pack Price:** \$71.30