



14<sup>th</sup> November 2022

Year 1 & 2 2023

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 2023.

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 physical education department,*
- *upgrade our art facilities,*
- *enhance the digital learning opportunities for the early years' students,*
- *upgrade the library and literacy program,*
- *subsidise the cost associated with the Interschool sport program,*
- *refurbishment of school grounds, including new shade sails & an additional playground coming soon.*

Please find below Whittlesea Primary Schools' voluntary financial contributions schedule for 2023, which includes an overview of what your payments will contribute towards. As per 2022, parents will have the opportunity to purchase annual stationary supplies from our preferred supplier – Paperchase Office National.

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 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 learning materials</li> <li>• ICT Devices – provision of devices from the shared classroom sets</li> <li>• Specialist programs</li> <li>• Online subscriptions               <ul style="list-style-type: none"> <li>○ Essential Assessments (Maths &amp; Literacy)</li> <li>○ Epic (Literacy)</li> </ul> </li> </ul>	\$135-
<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 supplies</li> <li>• School grounds maintenance and improvements</li> <li>• Tissues</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 stationary 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 and will appear on Compass Events throughout the 2023 year.

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, please contact:

*Libby Eaves (Business Manager)*

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.*



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 \$ \_\_\_\_\_



# 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	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.



## Educational items for students to own

Whittlesea Primary School are again using an online only ordering system for Book Packs in 2023 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 Friday 27<sup>th</sup> January 2023.**

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 **20th December 2022** to guarantee free delivery to the school.

Orders placed after this date may incur a \$5.50 processing fee, and are not guaranteed to be delivered prior the start of Term 1 2023.

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**  
Access code must be entered. Searching for school will not work
3. Click 'Create Order'
4. Enter students first and last name, choose year level from the drop-down list click 'Continue'.
5. Click 'Add Order to Cart'
6. You may then either Checkout or Add Another Student.

Please check your e-mail for order receipt. If you do not receive email confirmation, please contact Paperchase directly to confirm your order was placed correctly.

PLEASE NOTE: 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 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
6	4013052	STAEDTLER FSC HEXAGONAL PENCIL HB	EACH
10	7097796	STAEDTLER RED CHECKING PENCIL 3MM	EACH
1	7049367	RULER WOODEN 300MM POLISHED	EACH
2	4010239	SCHOOL SCISSORS 6 INCH	EACH
4	7005894	ERASER LARGE WITH PLASTIC SLEEVE	EACH
6	7057426	STAEDTLER 920 GLUE STICK 35G	EACH
1	7012809	CRAYOLA TWISTABLES CRAYONS 165MM PACK 12	PACK 1
1	7007785	BIC KIDS EVOLUTION TRIANGULAR COLOURING PENCILS PACK 12	PACK 1
1	7052748	FABER-CASTELL CONNECTOR PENS ASSORTED PACK 12	PACK 1
1	7038167	CRAYOLA TAKE NOTE DRY ERASE WHITEBOARD MARKERS CHISEL ASSORTED PACK 4	PACK 1
1	7074022	STAEDTLER 652 LUMOCOLOR WHITEBOARD ERASER MAGNETIC BLUE	EACH
2	4000161	PICTOR PREMIUM GRAPH BOOK A4 10MM 96 PAGE NEPTUNE	EACH
2	7010613	MARBIG DISPLAY BOOK REFILLABLE 20 POCKET A4 BLACK	EACH
1	4053157	STAEDTLER 2 HOLE SCHOOL PENCIL SHARPENER WITH BARREL	EACH
6	7013521	STAEDTLER 128 JUMBO TRIANGULAR GRAPHITE PENCILS 2B	EACH
7	4000109	PICTOR PREMIUM EXERCISE BOOK DOTTED THIRDS 18MM 70GSM 96 PAGE A4 SATELLITE	EACH
3	4000185	PICTOR MEGA SPACEBUDDIES SCRAPBOOK 100GSM 64 PAGE 330 X 240MM	EACH
1	7073683	QUARTET LAP BOARD DOUBLE SIDED BLANK A4	EACH
1	7003667	BANTEX CLIPFOLDER PVC A4 BLUEBERRY	EACH
1	7071686	HIGHLIGHTER CHISEL ASSORTED WALLET 6	PACK 1
3	4000246	PICTOR PREMIUM MINI 225 X 175MM 48 PAGE EXERCISE BOOK 8MM RULED 70GSM MOON	EACH
1	4028630	DOCUMENT WALLET A4 BUTTON CLEAR	EACH
1	6003434	DOMS Q 15CM PLASTIC RULER	EACH
2	7032724	WRITER STUDENT NOTEBOOK 10MM SINGLE RULED 64 PAGE 250 X 175MM DARK GREY	EACH
1	4010001	PACKAGING: BTS BAG	EACH

**\$81.40**

**OTHER ITEMS** - Additional items that may be ordered, or retained from previous year.

1	7101726	MOKI KID SAFE VOLUME LIMITED HEADPHONE GREY	\$18.95
1	7003099	LARGE TARTAN 1 ZIP PENCIL CASE 340 X 170MM	\$2.40



If you would like to label your childs' books at home, please use the below list.

2023 1/2 Stationary		
Item Code	Item Description	Book Labels
4000161	PICTOR PREMIUM GRAPH BOOK A4 10MM 96 PAGE NEPTUNE	2x Mathematics
7010613	MARBIG DISPLAY BOOK REFILLABLE 20 POCKET A4 BLACK	1x Student Goals Folder 1x Project Display Folder
4000109	PICTOR PREMIUM EXERCISE BOOK DOTTED THIRDS 18MM 6 70GSM 96 PAGE A4 SATELLITE	2x Writing 2x Reading 2x Spelling 1x Language
4000185	PICTOR MEGA SPACEBUDDIES SCRAPBOOK 100GSM 64 PAGE	2x Inquiry 1x Specialist Program
4000246	PICTOR PREMIUM <b>MINI</b> 225 X 175MM 48 PAGE EXERCISE 3 BOOK 8MM RULED 70GSM MOON	1x My Spelling 1x Conference portfolio 1x Maths Fluency
7032724	WRITER STUDENT NOTEBOOK 10MM SINGLE RULED 64 PAGE 2 250 X 175MM DARK GREY	2x Mathematics