



14<sup>th</sup> November 2022

Year 5 & 6 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 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 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>	\$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 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> 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>	\$
<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.

Whittlesea Primary School has experienced great success in developing a digital rich learning program which is supported by the 1:1 BYOD (Bring Your Own Device) program. Students in years 3-6 are



encouraged to take part in the program where students use their personal computers during classroom activities.

Attached is information regarding the purchase of laptop computers available through the schools recommended supplier EduNet.

### 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

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 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
4	4000031	PICTOR PREMIUM EXERCISE BOOK FEINT RULED 8MM 70GSM 96 PAGE A4 EARTH	EACH
2	7057426	STAEDTLER 920 GLUE STICK 35G	EACH
2	4000161	PICTOR PREMIUM GRAPH BOOK A4 10MM 96 PAGE NEPTUNE	EACH
1	7055605	STAEDTLER 511 006 TUB PENCIL SHARPENER 1-HOLE ASSORTED	EACH
4	7029982	FABER-CASTELL GRAPHITE PENCILS 2B ECONOMY	EACH
1	7023890	OSMER SCISSORS BLACK HANDLE 210MM	EACH
1	4000482	PICTOR PREMIUM A4 96 PAGE PROJECT BOOK 8MM PLAIN/RULED 70GSM LIBRA	EACH
2	7005894	ERASER LARGE WITH PLASTIC SLEEVE	EACH
1	7052748	FABER-CASTELL CONNECTOR PENS ASSORTED PACK 12	PACK 1
1	7071218	STAEDTLER 562 RULER METRIC 300MM CLEAR	EACH
1	7071686	HIGHLIGHTER CHISEL ASSORTED WALLET 6	PACK 1
1	7002307	OLYMPIC T146I BOTANY BOOK STAPLED 14MM RULED 64 PAGE 55GSM A4	EACH
1	7005744	3M 654-5UC POST-IT ULTRA NOTES 76X76MM ASSORTED PACK 5	PACK 1
1	7000145	POST-IT 655-5PK NOTES 76 X 127MM CAPE TOWN PACK 5	PACK 1
2	4000024	PICTOR PREMIUM EXERCISE BOOK A4 RULED 8MM + MARGIN 64 PAGE MARS	EACH
1	4000079	PICTOR PREMIUM EXERCISE BOOK DOTTED THIRDS 14MM 70GSM 64 PAGE A4 SATURN	EACH
3	4000246	PICTOR PREMIUM MINI 225 X 175MM 48 PAGE EXERCISE BOOK 8MM RULED 70GSM MOON	EACH
2	7010613	MARBIG DISPLAY BOOK REFILLABLE 20 POCKET A4 BLACK	EACH
1	7019356	BANTEX CLIPBOARD PVC A4 BLUE	EACH
2	7051933	ARTLINE SUPREME WHITEBOARD MARKER BULLET 1.5MM BLACK	EACH
1	4028630	DOCUMENT WALLET A4 BUTTON CLEAR	EACH
1	6003434	DOMS Q 15CM PLASTIC RULER	EACH
1	7047797	STAEDTLER NORIS COLOUR COLOURED PENCILS ASSORTED BOX 24	BOX 1
1	7074022	STAEDTLER 652 LUMOCOLOR WHITEBOARD ERASER MAGNETIC BLUE	EACH
2	7032724	WRITER STUDENT NOTEBOOK 10MM SINGLE RULED 64 PAGE 250 X 175MM DARK GREY	EACH
1	4010001	PACKAGING: BTS BAG	EACH

Pack Price: **\$87.20**

**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 child's books at home, please use the below list.

2023 5/6 Stationary		
Item Code	Item Description	Book Labels
4000031	PICTOR PREMIUM EXERCISE BOOK FEINT RULED 8MM 3 70GSM 96 PAGE A4 EARTH	3x Writing 1x Language
4000161	PICTOR PREMIUM GRAPH BOOK A4 10MM 96 PAGE NEPTUNE	2x Mathematics
4000482	PICTOR PREMIUM A4 96 PAGE PROJECT BOOK 8MM 1 PLAIN/RULED 70GSM LIBRA	1x Inquiry
7002307	OLYMPIC T146I BOTANY BOOK STAPLED 14MM RULED 64 1 PAGE 55GSM A4	1x Specialist Program
4000024	PICTOR PREMIUM EXERCISE BOOK A4 RULED 8MM + MARGIN 3 64 PAGE MARS	2x Reading
4000079	PICTOR PREMIUM EXERCISE BOOK DOTTED THIRDS 14MM 1 70GSM 64 PAGE A4 SATURN	1x Spelling
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
7010613	MARBIG DISPLAY BOOK REFILLABLE 20 POCKET A4 BLACK	1x Student Goals Folder 1x Project Display Folder
7019356	BANTEX CLIPBOARD PVC A4 BLUE	1x Field Work Clipboard
4028630	DOCUMENT WALLET A4 BUTTON CLEAR	1x Project Planning
7032724	WRITER STUDENT NOTEBOOK 10MM SINGLE RULED 64 PAGE 2 250 X 175MM DARK GREY	1x PEAS (Writing Ideas) 1x RRRR (Respectful Relationships)





# Bring Your Own Device Program Overview

Whittlesea Primary School is continuing to have great success in building a digital rich learning program which is supported by the 1:1 BYOD (Bring Your Own Device) initiative. Students in years 3-5 take part in the program where students use their personal computers during regular classroom activities. The BYOD program gives students and teachers opportunities to have a dynamic program which balances traditional offline tasks with a range of digital learning activities that reinforce core concepts as well as equip students with practical, future-ready skills.

Teachers and students leverage a rich online learning environment through the Department of Education's endorsed software package; *EduStar*. By implementing the full range of Microsoft 365 applications for education, teachers continue to provide high quality lessons, facilitate personalised feedback, and collaborative conferences. Having a personal device that travels with the student each day, further strengthens the connection between home and school, capturing student learning in a digital portfolio.

In 2023, we will once again partner with EduNet to support the BYOD program. EduNet is an Authorized DET Supplier of digital technologies for Schools. Devices are delivered to the school, pre-loaded with all of the software that students need to be successful in their learning, including; software, network, internet and security settings.

Lenovo  
ThinkPad  
11e Yoga



\$777.24

Lenovo  
500w Yoga



\$1,043.38

Lenovo 13w  
Yoga



\$1,213.83

Lenovo  
ThinkPad L13  
Yoga Gen3



\$1,431.66

\*prices include imaging and 3-year onsite warranty

The online ordering portal is accessible via <http://whittleseaps.technologyportal.com.au>.  
The Access Code you will need to access the portal is WhittleseaPSBYOD.

In the BYOD Handbook, you will find a detailed outline of range of devices on offer as well as a step-by-step guide to accessing the portal. The BYOD handbook is available for download with the newsletter, or you can contact the office for an email copy.