

Dear Parent/Guardian,

24th October 2022

Eltham Primary School is looking forward to another great year of teaching and learning and would like to advise you of Eltham 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 develop rich programs beyond the scope of a traditional primary school, in addition to our core business of ensuring students are literate, numerate and curious. We have well resourced literacy and numeracy programs, where teachers and students draw upon textual, concrete and digital materials to enrich learning. We are continually building upon these to find innovative new ways of engaging and supporting students in their learning.

Our specialist programs of Art, Science, Indonesian, Kitchen/Garden, PE and Sustainability are exemplary. Your financial contributions assist us to provide varied Art, Science and Indonesian supplies, Kitchen/Garden and Sustainability resources and PE equipment. Our fantastic playgrounds, play spaces, sports facilities have all been supported through our combined efforts.

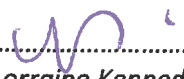
Additional programs we can offer because of your contribution include choir, art shows, community events, Indonesian Day, and wellbeing programs such as School Wide Positive Behaviour (SWPBS) and Pop ups.

**Parents are able to pay either the total amount by 8<sup>th</sup> February 2023, or of via 4 Instalments due at the commencement of each term.**


Please note, as per Department guidelines, no invoice will be issued.

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

Yours sincerely,



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*Lorraine Kennedy*  
Principal



.....  
*Chris Adams*  
School Council President

| <b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>   | <b>Amount</b> |
|---|---------------|
| <b>Year 4 classroom consumables, materials &amp; equipment</b> <ul style="list-style-type: none"> <li>• Art Craft supplies</li> <li>• Science materials</li> <li>• Mathematics equipment</li> <li>• English – book boxes/classroom libraries/book club</li> <li>• Sports equipment</li> <li>• SAKG consumables</li> </ul> | \$90.00       |
| <b>Year 4 Online Subscriptions</b> <ul style="list-style-type: none"> <li>• Mathletics</li> </ul>   | \$20.00       |
| <b>Year 4 ICT Devices – purchase of Apps &amp; Jamf Licences</b>  | \$40.00       |
| <b>Year 4 Printing and photocopying of learning materials</b>   | \$10.00       |
| <b>Other Contributions - for non-curriculum items and activities</b>  | <b>Amount</b> |
| <b>School Sports Victoria membership</b>  | \$10.00       |
| <b>Student wellbeing programs (SWPBS)</b>   | \$40.00       |
| <b>First aid equipment</b>  | \$10.00       |
| <b>School grounds maintenance and improvements</b>  | \$70.00       |
| <b>Tax deductible contributions</b>   |               |
| <b>Library fund. A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.</b>   | \$80.00       |
| <b>Total Amount</b><br><b>Preferred payment is via Compasspay</b><br><b>Payments by cash, cheque, eft can be made directly via the office</b><br><b>Please note: Bpay is no longer available</b>  | \$370.00      |

### Extra-Curricular Items and Activities

Eltham 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.

If you would like to purchase an item or activity for your child, please indicate on the table below and return this to the school by *9th December 2022*.

Name of Child: \_\_\_\_\_ Year Level: \_\_\_\_\_

| Extra-Curricular Items and Activities   | Amount   | Purchase (Please tick) |
|---|--|------------------------|
| Optional Year 3/4 school camp (Approx \$350.00)   | TBA  |                        |
| BYOD iPad   |  |                        |
| Eltham Primary School Band – OPT in Instrumental Music Program - (approx. \$1000.00 - \$1500.00 per year)   | TBA  |                        |
| Year 4 School events <ul style="list-style-type: none"> <li>• Athletics carnival - entry and transport</li> <li>• Swimming carnival – entry and transport</li> <li>• SAKG (Stephanie Alexander Garden Program) 2 Terms per year</li> <li>• Excursions (\$50.00 per term = \$200.00)</li> <li>• Subsidised Swimming Program</li> </ul> | \$25.00<br>\$25.00<br>\$50.00<br><br>\$200.00<br>\$20.00 |                        |
| <b>Total Extra-curricular Items and Activities</b><br><b>Preferred payment is via Compasspay</b><br><b>Payments by cash, cheque, eft can be made directly via the office</b><br><b>Please note: Bpay is no longer available</b>   |  | <b>\$320.00</b>        |

### Financial Support for Families

Eltham 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 Fund
- Parent payment plans

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact our Business Manager, Christine de Man.

Ph: 03 9439 9374 | Email: [Eltham.ps@education.vic.gov.au](mailto:Eltham.ps@education.vic.gov.au)

Name of Child: \_\_\_\_\_ Year Level: \_\_\_\_\_

**Total:**

| Category   |  |
|--|--|
| Total Curriculum Contributions   | \$160.00   |
| Total Other Contributions  | \$130.00   |
| Total Other Contributions (tax deductible – Library Fund Donation)   | \$ 80.00   |
| Total Extra-Curricular Items and Activities  | \$320.00   |
| <b>Total Amount Payable by February 8<sup>th</sup> 2023</b>  | <b><u>\$690.00</u></b>   |
| Preferred payment is via Compasspay  |  |
| Payments by cash, cheque, eft can be made directly via the office<br>Please note: Bpay is no longer available  | Or by 4 instalments of \$172.50 payable at the start of each term.               |
| ** Payment can also be made by 4 instalments – due at the start of each term or parents can contact the school to organize an individual payment plan” |  |
| 4 Quarterly Instalments payable at the start of each term  | Term 1 - \$172.50<br>Term 2 - \$172.50<br>Term 3 - \$172.50<br>Term 4 - \$172.50 |

**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.*

## 2023 BOOKLIST

### **Educational items for students to own**

Attached is a list of items that the school recommends you purchase from *Maxim Office Supplies* for your child to individually own and use. These items will be delivered free directly to Eltham Primary School.

If you decide to choose this supplier, these need to be ordered online by **20<sup>th</sup> December, 2022** to guarantee delivery by the first day of School 2023.

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Please note;

**Orders must be placed by the 20<sup>th</sup> December, 2022 to ensure delivery is on time, ready for collection from the school.**

For collection date information, please contact the school office on 03 9439 9374.

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: **ELTHAMPS**  
*\*Please note this is capital sensitive. Please enter code as displayed in screen.*
3. Select the year level required for order
4. Please ensure that the students' name, your name and contact details are given and correct
5. Select 'Place order'
6. If purchasing more than one booklist, please select 'Add another booklist' and follow the same procedure from step 3
7. Select 'Proceed to payment options'
8. Your total payment amount required will display on screen
9. Select 'Pay Now'
10. Please choose your check-out option – Credit card and Debit card available. Ensure payment details are correctly entered
11. You will receive a payment receipt and an order confirmation to the email address you provided
12. Your child's pack/s will be delivered to the school for collection

Many thanks for supporting Eltham PS with the online portal. We have partnered with Maxim Office Group to ensure a seamless school start for 2023. Packs will be delivered to the school for collection.

If you have any questions, please call Maxim on 1800 25 35 35 and press option 1.

Thank you.

Maxim Office Group







**Grade 3-4 Pack**

| <b>Stock Code</b> | <b>Description</b>                                   | <b>Qty</b> |                          |
|-------------------|--|------------|--------------------------|
| LE1111HB          | FABER CASTELL Graphite Pencil HB                     | 10         |                          |
| L82-7085-20       | Eraser Faber Castell PVC Free Large                  | 2          |                          |
| JP706SG           | Scissors - School Right Handed 150mm Red             | 1          |                          |
| RWE+30            | Ruler 30cm Micador Polished                          | 1          |                          |
| 8534755           | Sharpener Pencil Maped Shaker Double Hole            | 1          |                          |
| 30840734          | Glue Stick Bostik 35 gram 30800454                   | 2          |                          |
| SB1064            | Educ8 Circus Scrapbook 64 Page 100gsm                | 7          |                          |
| 135184            | Brilliant Copy A4 80gsm White Ream 500               | 1          |                          |
| RKPFDA2           | Rainbow Kraft 430x630mm Folio 250gsm A2              | 1          |                          |
| NP1001            | Writing & Exam Bank Pads A4 100 Leaf                 | 1          |                          |
| FCED000           | PP Wallet FC Clear                                   | 1          |                          |
| L1301             | Facial Tissues 2 Ply 100s                            | 2          |                          |
| Q570              | Notebook A5 Spiral 200 Page Side Opening             | 2          |                          |
| FCED004           | PP Wallet FC Teal Green                              | 1          |                          |
| MSB1064           | Educ8 Scrapbook Mini 64 page 165 x 245mm 100gsm EACH | 4          |                          |
| EVDA4             | Educ8 Visual Art Diary A4 120 Page                   | 2          |                          |
| L1413001          | Edding Fineliner 0.4mm Black Each                    | 2          |                          |
| 115410            | Whiteboard Student 400 x 300mm Double Sided          | 1          |                          |
| 4-360-4           | Edding 360 Whiteboard Marker Bullet Wallet 4         | 1          |                          |
| DEP001            | Display Book Blue A4 Refillable 20 Pocket            | 1          |                          |
| 18963             | Notebook Marbig Indexed A5 Hard Cover                | 1          |                          |
| CBG               | Calico Bags Green                                    | 1          |                          |
|                   |  |            | <b>SubTotal: \$80.31</b> |
|                   |  |            | <b>G.S.T: \$8.03</b>     |
|                   |  |            | <b>Total: \$88.34</b>    |

# 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.