



# WARRAGUL PRIMARY SCHOOL

*Be Safe, Be Fair, Think, Learn and Care*

Dear parent/guardian,

Warragul Primary School is looking forward to another great year of teaching and learning and would like to advise you of Warragul Primary School's voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard curriculum requirements 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 is through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Some examples of what your contribution has supported Warragul Primary School to do are:

- Continue to provide each student with a personal iPad or notebook in the classroom and continue to upgrade our student digital technology,
- Update our hands on resources for mathematics, science and technology,
- Continue to update our sports and play equipment,
- Update classroom reading libraries across the school,
- Provide specialised art materials in our art classes,
- Provide personal online subscriptions for each child in mathematics, literacy and Seesaw,
- Maintain and develop the school grounds and buildings. Eg. Stables repair and painting project, carpeting the gym building, whole school lighting upgrade.

Every effort has been made to keep costs of book packs and Curriculum Contributions to a minimum. With the increased use of technology, teachers have been able to go through book packs in detail and remove items to reduce the items required in the book packs. Teachers have also gone through the curriculum contribution costs and reduced these where possible.

There are two steps to providing resources for your child for next year:

1. Parents supply a book pack. Either purchased through Maxim (see information on page 2) or sourced by parents
2. Curriculum contribution paid directly to Warragul Primary School either by direct deposit, cash, eftpos or Compass.

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

Yours sincerely,

Scott Clode, Principal

Warragul Primary School Council



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Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper (\$15)</li> <li>• Science – materials for class experiments/demonstrations (\$5)</li> <li>• Classroom student supplies (craft, cooking, curriculum consumables) (\$23)</li> </ul>	\$43.00
Online subscriptions <ul style="list-style-type: none"> <li>• Seesaw (\$8.50)</li> <li>• Reading Eggs (\$24.50)</li> </ul>	\$33.00
ICT devices – provision of devices from the shared classroom sets	\$25.00
<b>Total Curriculum Contributions</b>	<b>\$101.00</b>

Tax deductible contributions	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure	\$As you wish to contribute

## Book Packs - Educational items for students to own – Cost \$84.77 for Year 2 students

On the last page of this letter, is a list of items that the school recommends you purchase for your child to individually own and use. Please see attached flyer for instructions on ordering through Maxim by **8<sup>th</sup> December 2023**.

Website - <https://www.maximbooklists.com.au/> School Access Code: **WARRAGUL**

**Note:** It is our recommendation that all Educational Items are purchased through Maxim to ensure all students are using the same products and to assist with classroom organisation.

If parents/guardians choose to provide equivalent materials themselves, we ask that this is done in consultation with the Stationery Requirements list attached.

## Extra-Curricular Items and Activities – provided on a user-pays basis

Warragul Primary School offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum.

No payment is required for activities at this time. Permission forms and payment requests will be sent out to families via Compass throughout the year.



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## Financial

### Support for Families

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

- the Camps, Sports and Excursions Fund
- Centrepay
- Flexible contribution payment options are available
- Financial Assistance
- Second hand uniform
- State Schools Relief (SSR)

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

Lisa White, Business Manager

Ph: 03 5623 2460 | Email: [lisa.white3@education.vic.gov.au](mailto:lisa.white3@education.vic.gov.au)

### Payment methods

- Compass (preferred method)
- Direct Debit
- BPay
- Cash/Eftpos in person at the office
- Centrepay

### 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.

Requests for refunds are to be in writing. Refunds are paid directly into a bank account. They are not paid in cash.

# 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.

## Warragul Primary School

### 2024 Year 2 Student Stationery Requirements

#### Stationery Pack (can be purchased from Maxim or sourced elsewhere)

- 5 x 64 page Scrapbook
- 3 X 18mm Writing Book Dotted Thirds 64 Page
- 1 x Grid Book A4 10mm 96 Page
- 1 x Whiteboard marker wallet 4pk
- 2 x Triangular coloured pencils 10pk
- 8 x Jumbo Triangular pencil 2B
- 1 x Targeting Handwriting for VIC Year 2 Book
- 4 x Eraser
- 1 x Highlighter Blue
- 1 x Highlighter Yellow
- 2 x Sharpener Pencil Double Hole
- 1 x Paper Art Folio A3
- 2 x Scissors 150mm
- 1 x 30cm Ruler
- 1 x Pencil case (large enough to fit a ruler)
- 4 x Glue Sticks
- 2 x Green Learner pencil
- 2 x A4 Ground/Grass/Sky Exercise Book 18mm 64 page
- 1 x small whiteboard eraser
- 1 x Document wallet Blue
- 1 x Headphones with Microphone (may be able to use ones from last year if still working)