

Dear Parent/Guardian,

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

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 is 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 provide a wider offering of special curriculum experiences and enhanced digital learning opportunities.

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

Yours sincerely,



Melanie McLennan

Principal



BJ McNeilly

School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p>Classroom consumables, materials & equipment <i>(this does not include the student's stationery pack – refer to the educational items for students to own section below)</i></p> <ul style="list-style-type: none"> • Art – Craft paper, glitter, paints, cardboard, wood, food items, clay, pipe cleaners, and other craft materials • Science – STEM Project Materials • English – Book Week Project Materials <p>Activities for Events – Materials for events such as Easter, Mother's Day, Anzac Day, Remembrance Day, Education Week, Father's Day, R U OK Day, Christmas, and School Values activities.</p>	\$80
<p>Online Subscriptions</p> <ul style="list-style-type: none"> • Essential Assessment (\$11.50) • Nessy Literacy (\$19.50) • Flow Reading Fluency (\$4) • Athletics (\$35) – Years 4 to 6 Only 	\$70 (Yr's 4-6)
ICT Devices – provision of devices from the shared classroom sets	\$25
Printing and photocopying of worksheets and learning materials	\$30
Total Curriculum Contributions (Years 4 to 6 Only)	\$205

Other Contributions - for non-curriculum items and activities	Amount
Student wellbeing programs	\$10
First aid equipment	\$10
School grounds maintenance and improvements	\$50
Compass – student/parent communication	\$45
Total Other Contributions	\$115
Total Contributions (Years 4 to 6 Only)	\$320

Educational items for students to own.

To ensure a seamless school start to 2024, Wattle Glen Primary School have partnered with Maxim Office Group and recommend that you purchase your children's book pack via their online platform. These will be delivered to Wattle Glen Primary School for the commencement of the school year, please refer to the attached letter. Alternatively, you can download your child's book list via Compass or our school's website to purchase the recommended items from your preferred supplier.

Extra-Curricular Items and Activities

Wattle Glen 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 to deliver the Curriculum. These are provided on a user-pays basis.

The school will notify you when payment is due for these activities via Compass.

Extra-Curricular Items and Activities	Amount
Optional Camp Programs, excursions/incursions, and sporting events to be scheduled	TBA
Total Extra-curricular Items and Activities	\$ TBA

Financial Support for Families

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

- the Camps, Sports, and Excursions Fund (CSEF)
- Victorian Government Prep Uniform package for families eligible for CSEF
- State Schools Relief support which provides school uniform and shoes
- Local community supports by agencies offering special grants on a case by case – infrequent.

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

Alison Wylie

Ph: 03 9438 1259 | Email: wattle.glen.ps@education.vic.gov.au

Total

Category	Totals
Curriculum Contributions	\$
Other Contributions <i>(Non-tax deductible)</i>	\$
Extra-Curricular Items and Activities	\$ N/A
Total	\$

Payment methods

Payment for 2024 contributions can be made according to the following options, which are designed to assist families in meeting their financial contributions to their children's schooling.

- Compass portal (Preferred)
- Cash/Eftpos in person at the school office.
- Credit Card at the school office or over the phone.
- B-Pay – please contact the office for your family B-Pay details.

To support our planning for 2024 we welcome your contributions during Term One, 2024. You are also able to contribute flexibly across the year.

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.

Further information on Wattle Glen Primary School's Refund Policy can be found on our school's website.

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.

HOW TO ONLINE ORDER WITH MAXIM OFFICE GROUP PTY LTD

Wattle Glen Primary School

Dear Parents,

Many thanks for supporting Wattle Glen PS with the online portal. We have partnered with Maxim Office Group Pty Ltd to ensure a seamless school start for 2024. Packs will be delivered to the school for collection.

If you have any questions, please call Maxim on 1800 25 35 35.

Please note:

Orders must be placed by Friday 15th of December 2023 to ensure delivery is on time, ready for collection from the school.

Any orders after this date will incur a late order processing fee of \$15.

For collection date information, please contact the school office on 03 9483 1259.

To order your Bookpack:

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: **WATTLEGLEN**
**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/ Direct Debit 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

Thank you,
Maxim Office Group Pty Ltd