



FOUNDATION

October 2, 2023

Dear parent/guardian,

Flemington Primary School is looking forward to another great year of teaching and learning and would like to advise you of Flemington 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:

- Offer a wide range of subjects and special curriculum experiences for our students across all year levels including Art, Chinese, Music, and Physical Education
- Updating the novels in the library
- Contribution to the upgrade of the Science kitchen, including cabinetry, appliances, floors, lighting and walls
- Fresh coat of paint in the classroom portables
- Upgraded carpet in the classroom portables and office stairwell

Please find below Flemington Primary Schools voluntary financial contributions schedule for 2024, which includes an overview of what your support will contribute towards.

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 or on the school's website, under policies.

Yours sincerely,

AMANDA WILLIAMS
PRINCIPAL

JODIE LORD
SCHOOL COUNCIL PRESIDENT

Curriculum Contributions and Other Contributions – SEE PAGE 5 FOR CONTRIBUTIONS FORM

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
2024 Associated consumable items for specialist programs eg Art, Science, Chinese, Physical Education, Music etc. shared classroom consumables, ICT devices for classroom sets, online subscriptions for Numeracy and Literacy	\$220.00
2024 Reader Satchel	\$13.00
Total Amount	\$233.00
Other Contributions - for non-curriculum items and activities	Amount
GROUNDS CONTRIBUTION – Suggested amount \$30.00 (payable per family)	\$30.00
Total Amount	\$30.00
Tax deductible contributions	
BUILDING FUND (tax deductible) — Suggested amount \$100	\$
LIBRARY FUND (tax deductible) – Suggested amount \$50	\$
Total Amount	\$

Extra-Curricular Items and Activities

Flemington 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.

Extra-Curricular Items and Activities

2024 EXTRA-CURRICULAR PAYMENT eg, excursions and incursion to enhance curriculum knowledge

Below is an example of the excursions/incursions that each year level may attend, and the associated cost based on past charges. These will change year to year based on the curriculum being studied.

EXCURSION	FOUNDATION
Musica Viva	\$15
Chinese NY/Moon Festival	\$15
Various Incursions	\$20
Museum	\$25
TOTAL	\$75

Educational items for students to own

Attached is a list of items that the school recommends you purchase from Paperchase for your child to individually own and use.

Flemington Primary School will be using an **online only** ordering system for Book Packs for 2024 with our stationery supplier, Paperchase Office National. There will be **NO** collection day at the school.

- Foundation, Yr. 1, and Yr. 2 orders will be delivered to the school for distribution to the students at start of Term.
- Yr. 3 – Yr. 6 orders will be delivered to your nominated home address. PO boxes not allowed.

Foundation to Year 6

2024 BOOKPACKS ARE TO BE ORDERED ONLINE WITH PAPERCHASE AND BOOKPACKS WILL BE DELIVERED TO HOME ADDRESSES FOR YR. 3 TO YR. 6, AND TO THE SCHOOL FOR FOUNDATION TO YR. 2 **FREE DELIVERY IF ORDERED BEFORE DECEMBER 10TH OR \$10 DELIVERY FEE IF ORDERED AFTER THIS DATE.**

BOOK PACKS AT HOME SHOULD BE BROUGHT TO SCHOOL ON THE FIRST DAY.

ONLINE ORDERING INSTRUCTIONS

PLEASE READ CAREFULLY as the process may have changed from previous years

DUE DATE: 10 DECEMBER 2023

We will again be using an **online only** ordering system for Book Packs for 2024 with our stationery supplier Paperchase Office National.

- Orders **must be placed by the due date** in order for your child to receive their pack for the first day of Term 1.
- **Orders place after the due date may NOT be processed until early February due to our extremely busy schedule in January.**
Paperchase will do their best to ensure timely delivery, are not guaranteed to be delivered before school starts. We apologise if you are a new enrolment or missed the due date due to unavoidable circumstances, but the school is aware your pack may not be ready on the first day of school, so your child will not be disadvantaged.
- There will be **NO** collection day at the school.
- Foundation, Year 1 and Year 2 packs will be delivered to the school* for distribution to the students at start of Term 1.
- Year 3 – Year 6 orders will be **delivered free of charge*** to your **nominated delivery address** before the **start of Term 1 2024** if **placed by the due date**
- **Do not put the school address as your nominated address. If you do, it will be returned to Paperchase. PO boxes also not allowed.**
- All packs will be delivered to the school or home and cannot be collected from Paperchase.
- Complete packs only can be ordered through Paperchase. We do not have a walk-in shop and individual items cannot be purchased. All orders must be placed online.

*Free delivery offer ends 10th December 2023. Orders placed after this date will be charged a standard \$10 delivery fee. (Orders placed in one transaction for multiple children at the same time will only attract one \$10 fee) **All orders will be delivered to home address for all year levels (school delivery for Foundation to Year 2 must be made by 10/12/23).**

Please note packing and dispatching of orders are often done by year level and orders for multiple children may not be delivered together.

Online Ordering Procedure

1. Go to <http://booklist.paperchase.com.au>
2. Enter the correct school access code depending on year level for 2024:
 - **Foundation, Year 1, Year 2** (delivered to school): **FPSF2**
 - **Years 3 - 6** (home delivered): **FPS36**
3. Click 'Create Order',
4. Enter students first and last name, choose year level for 2024 from the drop-down list and follow the prompts to place your order.

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 do not put the school email address down as your contact.*

PLEASE NOTE: All packs will be delivered to your nominated delivery address and therefore must be pre-paid. Payment must be made during the online ordering process, by **Visa or Mastercard** (credit card or debit card accepted). ZIP Pay also available*

If you elect not to purchase the book pack through Paperchase **please ensure children come to school on the first day** with the required **materials** as **detailed on the Student Book Pack List**.

* **ZIP** Interest free, nothing to pay upfront, flexible repayments. You will need an active Zip account. Conditions apply: <https://zip.co/create-an-account>

Paperchase Office National - Ph: 03 9034 3930 - booklist@paperchase.com.au - <http://booklist.paperchase.com.au>

PLEASE SUBMIT ORDER ONLINE BY: 10-Dec-2023 After this date a \$10 processing fee will apply for any orders placed in the same transaction.
<http://booklist.paperchase.com.au>

School Access Codes: Foundation, Year 1, Year 2 (delivered to school): FPSF2
Years 3 - 6 (home delivered): FPS36

Student Book Pack - Sold as a pack only, items can not be altered.

Qty	Code	Description	Unit
1	4010155	TARGETING HANDWRITING BOOK PREP	EACH
10	4000185	PICTOR MEGA SPACEBUDDIES SCRAPBOOK 100GSM 64 PAGE 330 X 240MM	EACH
2	4000345	PICTOR PREMIUM A4 64 PAGE EXERCISE BOOK 25MM RULED 70GSM GEMINI	EACH
8	7057428	STAEDTLER JUMBO TRIANGULAR NATURAL GRAPHITE PENCILS 2B	EACH
1	7023892	SCISSORS DELUXE RED HANDLE 135MM	EACH
3	7071693	INITIATIVE WHITEBOARD MARKER BULLET TIP BLACK	EACH
1	4010111	KLUWELL HOMEREADING JUNIOR YELLOW LEVEL	EACH
4	7005772	BOSTIK GLU STIK 35GM	EACH
2	4400510	FUNCOLOUR ZOOM TWIST CRAYONS WALLET 12	PACK
2	7012407	FABER CASTELL TRI-GRIP COLOURED PENCILS PACK 12	PACK 1
1	7037483	REGAL FACIAL TISSUES 2-PLY BOX 100	PACK 1
1	4294200	DOUBLE SIDED WHITEBOARD A4 MAGNETIC	EACH
1	4998617	OSMER MAGNETIC WHITEBOARD ERASER ASSORTED COLOURS SMALL	EACH
1	4000192	PICTOR MINI SPACEBUDDIES SCRAPBOOK 100GSM 64 PAGE 165 x 240MM	EACH
1	4262029	CLEAR MESH POUCH A5 260X200MM	EACH
1	4010002	PACKAGING: BTS BOX	EACH
Pack Price:			\$66.40

Financial Support for Families

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

- *State Schools' Relief* provides financial support for eligible families to purchase clothing/uniforms at a reduced rate
- *Camps, Sports and Excursions Fund (CSEF)* provides payments for eligible students to attend camps, sports and excursions

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact the school office on 9376 7137 or email flemington.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, and any other relevant information.



FOUNDATION

Please return this list to school with payment no later than **FRIDAY, 17 November 2023**

Student's Name:

2024 Year Level:

CURRICULUM CONTRIBUTIONS

2024 Associated consumable items for specialist programs eg. Art, Science, Chinese, Physical Education, Music etc. shared classroom consumables, ICT devices for classroom sets, online subscriptions for Numeracy and Literacy	\$220.00
2024 Reader Satchel	\$13.00
2024 FOUNDATION BOOK PACK PLEASE SEE ENCLOSED ORDER FORM- ONLINE ORDER FROM PAPERCHASE ONLY	
Sub-total	\$ 233.00

EXTRA CURRICULAR ITEMS AND ACTIVITIES - Can use CSEF if eligible.

2024 FOUNDATION EXCURSION PAYMENT eg, excursions and incursion to enhance curriculum knowledge	\$ 75.00
Sub-total	\$ 75.00

OTHER CONTRIBUTIONS

GROUNDS CONTRIBUTION– Suggested amount \$30.00 (payable per family)	\$ 30.00
Sub-total	\$ 30.00

TAX DEDUCTIBLE CONTRIBUTIONS

BUILDING FUND (tax deductible) – Suggested amount \$100	
LIBRARY FUND (tax deductible) – Suggested amount \$50	
Sub-total	

PAYMENT OPTION

BPAY – please contact school for your Family's individual BPay reference number (Biller Code 87361)

Credit Card – only fill in ☒ one circle ☐ Visa ☐ Mastercard

Card No. - - - Amount

Cardholder's Name /

Cardholder's Signature

Security
Code

Expiry Date



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.