

9<sup>th</sup> November 2021

Dear Parent/Guardian,

Le Page Primary School is looking forward to another great year of teaching and learning and would like to advise you of our school's voluntary financial contributions for 2022.

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:

- provide an enriched learning and teaching program for every student which is highly valued by our school community.
- Upgrade and purchase additional IT devices providing enhanced digital learning opportunities.
- Replace outdated interactive whiteboards with up-to-date smart boards in every classroom.
- Re-establish the Library, including upgrade of fixtures and fittings and the replenishment of books.
- Continue the upkeep and maintenance of school grounds with the aid of Marriott Services.
- Provide assistance to families in need.

Please find attached Le Page Primary school's voluntary financial contributions schedule for each year level for 2022, which includes an overview of what your contributions will contribute towards. This is provided to families prior to the end of the school year for planning purposes only. Payments can be made in Term 1 2022 **No payments are required in 2021**

Please note however, a change for 2022 is the requirement for families to directly purchase their stationery items for use in the classroom. Your stationery list is available from **KAKA Kids School Supplies** (see the attachment to this letter for full details). All orders must be completed online by the 10<sup>th</sup> December 2021. All stationery will be delivered directly to the school, in readiness for the 2022 school year.

#### **Financial Support for Families**

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

- The Camps, Sports and Excursions Fund provides payments for eligible students to attend camps sports and excursions
- State Schools Relief provides financial support for eligible families to purchase clothing/uniforms at a reduced rate
- Individual payment plans are available on request

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Heather Gillott (Business Manager) on 03 9583 8342, or email [heather.gillott@education.vic.gov.au](mailto:heather.gillott@education.vic.gov.au)

### Payment methods

Statements will no longer be distributed at the beginning of the year to families, instead all information regarding financial contributions will be communicated through Compass.

There are a number of options available through the school:

BPAY (please contact the school to obtain your unique BPay Code)  
EFTPOS facility – Visa/Mastercard Debit/Credit (at the school office or over the telephone).  
Cash (paid at the school office)

Further details regarding payments will be made available at the commencement of the 2022 school year.

- **No payments are required in 2021**

To support families with their planning, below is a proposed schedule:

Option 1	Payment in full by Monday, 31 <sup>st</sup> January 2022
Option 2	Three instalments, proposed as follows:
	Instalment 1 - Monday, 31 <sup>st</sup> February 2022
	Instalment 2 - Tuesday, 1 <sup>st</sup> March 2022
	Instalment 3 - Tuesday, 26 <sup>th</sup> April 2022

### Refunds

Parent request 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.

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

Yours sincerely,



**George Danson**  
Principal



**Emma Benitez**  
School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p>Classroom consumables, materials &amp; equipment</p> <ul style="list-style-type: none"> <li>• Art (\$30) – paint, crayons, canvas, glitter, coloured paper, glue, materials, wood, beading</li> <li>• Science &amp; Technology (\$20) – craft materials, supplies for experiments, cooking ingredients, gardening supplies, sustainability consumables</li> <li>• Mathematics (\$10) – numeracy supplies</li> <li>• English (\$30) – readers, display books, plastic tubs,</li> <li>• Classroom Supplies (\$30) – paper, markers, pouches, USB's, pencils, sticky tape, Blutac, construction materials</li> <li>• Sports \$10) – equipment for classroom</li> <li>• Music (\$15) – Art &amp; Craft materials over &amp; above standard curriculum like performance materials</li> <li>• Culture/LOTE (\$8) – Consumable materials including cooking ingredients.</li> <li>• Extraordinary printing costs for student presentations (\$15)</li> </ul>	\$168.00
<p>Online Subscriptions – Digital and Assessments</p> <ul style="list-style-type: none"> <li>• Maths Online \$16)</li> <li>• Wushka (\$10)</li> <li>• Essential Maths Assessment (\$10)</li> <li>• Essential English Assessment (\$10)</li> <li>• PAT Testing (\$20)</li> <li>• Fountes and Pinnell Benchmarking (\$8)</li> <li>• Leader in Me \$45</li> </ul>	\$119.00
<p>ICT Devices – provision of devices from the shared classroom sets \$10)</p>	\$10.00
<p>Photocopying and printing of worksheets and learning materials</p>	\$10.00
<p><b>Total Curriculum Contributions</b></p>	<b>\$307.00</b>
<p>Whole school events</p> <ul style="list-style-type: none"> <li>• <i>Athletics Sports - entry and transport (TBC)</i></li> <li>• <i>Cultural day (TBA)</i></li> </ul>	\$ TBC \$ TBC
<p><b>Other Contributions - for non-curriculum items and activities</b></p>	<b>Amount</b>
<p>School Sports Victoria membership</p>	TBA
<p>First aid equipment</p>	\$10.00
<p>School grounds maintenance and improvements (<i>please nominate an amount – \$30, \$50, \$100 per family</i>)</p>	\$

### Educational items for students to own

Attached is a list of items that the school recommends you purchase from *KAKA Kids School Supplies* for your child to individually own and use.

After placing your order the supplier will deliver all student stationery directly to each classroom and then teachers will distribute these to students on the first school day in 2022. Each stationery pack will include named labels for each student. Orders for stationery are due by **FRIDAY 10<sup>th</sup> DECEMBER 2021**.

### Extra-Curricular Items and Activities

Le Page 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 parents choose to access them for students, they are required to pay for them. These include senior sport all incursions and excursions, movie making, camps and our swimming program.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
School Camp/s	TBA	TBA
Interschool Sports program	TBA	TBA
Other Excursions and Incursions provided	TBA	TBA
<b>Total Extra-curricular Items and Activities</b>		<b>\$</b>

### Total

Category	
Curriculum Contributions	\$307
Other Contributions	\$
Extra-Curricular Items and Activities	\$TBC
<b>TOTAL</b>	<b>\$</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.



**IMPORTANT**

PLEASE COMPLETE ONLINE ORDER BY

**DECEMBER 10<sup>TH</sup>, 2021**

Extra charge incurred after this date

**STATIONERY REQUIREMENTS 2022**  
**YEAR 3**

LINE	QTY	ITEM
1	1	BINDER A4 4R 25MM INSERT WHITE
2	1	BOOK TUB PLASTIC ER ASSORTED COLOURS
3	1	CARDS - PLASTIC STORAGE BOX - FOR PLAYING CARDS (9.3X6.6X2CM RECYCLED PLASTIC)
4	1	CARDS PLAYING PLASTIC COATED STANDARD SIZE
5	1	CLIPFOLDER A4 BANTEX BLACK
6	1	CLOTH CLEANING MICROFIBRE 30X30CM EACH
7	3	COPY PAPER A4 AUSTRALIAN BRIGHT WHITE 80GSM - (CARBON NEUTRAL)
8	1	DIVIDERS MARBIG A4 MANILLA EXTRA WIDE 5 TAB WHITE
9	2	DOCUMENT WALLET PP BUTTON CLOSURE A4 L/S PURPLE
10	2	ERASER STAEDTLER LARGE WITH SLEEVE
11	4	GLUE STICK STAEDTLER 36GM
12	2	GRAPH BOOK 10MM WRITER PREMIUM A4 48PG
13	1	HEADPHONES INLINE MIC 3.5MM JACK WITH STORAGE BAG
14	1	HIGHLIGHTER FABER TEXT LINER ICE ASST 4'S
15	1	LABELS PERSONALIZED ASSORTED SIZE AND COLOURS PK (A4 SHEET)
16	1	MARKER FABER CONNECTOR WALLET 12
17	1	MARKER SANFORD SHARPIE FINE BLACK 1.0MM
18	2	MARKER WHITE BOARD PENTEL BULLET TIP ASST. PK 4
19	1	PAPER COVER A4 125GSM ASSORTED COLOURS PK 100
20	4	PEN PAPERMATE INKJOY 100 CLEAR 1.0 BLUE
21	2	PEN PAPERMATE INKJOY 100 CLEAR 1.0 RED
22	2	PEN PILOT FINELINER SW-PP BLACK 0.4MM
23	1	PENCIL CASE MICADOR TARTAN LARGE 375X264MM DOUBLE ZIP
24	10	PENCIL PREMIUM HB
25	2	PENCIL RED CHECKING AND RULING
26	1	PENCILS COLOURED CRAYOLA 3.3MM FULL LENGTH PK12
27	1	POST IT SUPER STICKY #3321-SSAU (73X73) MIAMI 3 PADS
28	1	RULER BANTEX CLEAR PLASTIC 30CM
29	1	SCISSORS WESTCOTT STUDENT 6 INCH MICROBAN - RED
30	4	SCRAP BOOK CONTRAST COLORFUL CRITTERS 100GSM 64PG
31	1	SHARPENER METAL 2 HOLE
32	1	SHEET PROTECTORS A3 HEAVY DUTY 120MICRON PORTRAIT (10 EACH)
33	2	SHEET PROTECTORS A4 CLEAR PK10
34	1	TARGETING - HANDWRITING VIC YEAR 3 STUDENT BOOK
35	3	TISSUES FACIAL EXCEL 200'S
36	1	WRITE 'N' WIPE BOARD DOTTED THIRDS - 650 MICRON
37	6	WRITING BOOK PREMIUM WRITER 18MM D/THIRDS 64PG
		<b>TOTAL</b>
		<b>\$ 145.20</b>

**ORDERING INSTRUCTIONS:**

- Visit: [www.booklistslpps.com](http://www.booklistslpps.com)
- Go to: **PURCHASE BOOKLISTS** in menu heading
- Enter: **LPPS8342** in the Guest Area
- Select the pack(s) you require for the 2022 School year
- Enter the **Student ID** not the Family ID (This can be found by clicking on your child's photo in Compass)
- Enter the **student's full name** and then add pack to the cart
- Proceed to checkout and complete personal and payment details
- An order confirmation will be sent to your email address

**DELIVERY INFORMATION & ORDER DEADLINE:**

- **PLEASE NOTE: ALL ORDERS PLACED AFTER DECEMBER 10<sup>th</sup>, 2021 WILL INCUR A \$14.95 SURCHARGE FEE**
- Stationery will be delivered directly to the classroom prior to students arriving in 2022.