



## PARENT PAYMENTS ARRANGEMENTS AND BOOKLIST

### YEAR 5 - 2023

Dear Parent/Guardian,

Sherbourne Primary School is looking forward to another great year of teaching and learning and would like to advise you of Sherbourne'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 provide a wider offering of subjects and special curriculum experiences, enhanced digital learning opportunities and upgrade our classroom resources and physical learning environment.

School Council have worked hard over the past 2 years to keep parent contribution costs to a minimum. This year however we have had to introduce an increase in line with the increase on the cost of living. The 2022 student contributions have meant our students could enjoy rich curriculum tasks such as hatching chickens, making clay artwork in our newly serviced kiln and their playground could be kept safe and attractive despite the challenging weather conditions. It also assisted us with the installation of carpet in the Gumtrees building and after school care hours room.

Department of Education guidelines now mandate that schools are unable to provide parents with a statement of fees. Please find below, Sherbourne Primary school's voluntary financial contribution schedule for 2023 which includes an overview of what your contributions will contribute towards.

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

Yours sincerely,

Maree Seymour

School Principal

Sally George

School Council President

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<b>CLASSROOM CONSUMABLES, MATERIALS &amp; EQUIPMENT</b> <ul style="list-style-type: none"> <li>• Art – sketching pencils, paint, watercolour and pastel pads, food dye, clay, paper - plain/patterned/printed/gloss/matt, oil pastels, markers, paint markers, sequins, joggle eyes, pipe cleaners, florist wire, buttons, beads (\$40)</li> <li>• English – book boxes, class literature (\$30)</li> <li>• ICT Devices – provision of devices from the shared classroom sets (\$40)</li> <li>• Printing and photocopying of worksheets and learning materials (\$20)</li> <li>• Japanese: Card, origami paper, poster paper (\$20)</li> <li>• Mathematics – Hands on materials (\$30)</li> <li>• Science – Ingredients, foil, seeds, potting mix, cooking ingredients (\$50)</li> <li>• Sports – equipment eg: purchase of new or replacement equipment for PE instructions, sporting affiliations. (\$20)</li> <li>• Student Wellbeing Program – The Resilience Project resources (\$20)</li> </ul>	\$270
<b>ONLINE SUBSCRIPTIONS</b> <ul style="list-style-type: none"> <li>• Athletics (\$30)</li> <li>• Reading Eggs (\$25)</li> <li>• Sound Waves (\$10)</li> <li>• Essential Assessments (\$20)</li> <li>• Compass (\$15)</li> </ul>	\$100.00
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
<ul style="list-style-type: none"> <li>• First aid equipment (\$10)</li> <li>• School grounds maintenance and improvements (\$40)</li> </ul>	\$ 50.00
<b>TOTAL FAMILY CONTRIBUTION PER STUDENT</b>	<b>\$420.00</b>

### Extra-Curricular Items and Activities

*Sherbourne 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. Details of these items and activities will be provided to students and families each term throughout the year. Examples of activities include, camps, interschool sport, excursions and incursions.

<b>Extra-Curricular Items and Activities</b>	<b>Amount</b>
Optional Year 1 camps and excursions to be scheduled and distributed each term	TBA
<b>Total Extra-curricular Items and Activities</b>	<b>\$TBA</b>

### **Educational items for students to own (Stationery/Booklist items)**

Please find attached a list of items that the school recommends you purchase for your child to individually own and use. Maxim is our preferred supplier however you may source these items independently. Orders made online through Maxim will be delivered to school for the start of the 2023 school year.

This year, we have been very conscious of first using all stationery resources in the school to pass on savings in expenditure to our families. We have also organised a Pack A and a Pack B option for our families to best suit differing needs and wants of families and make use of many items you already own at home.

Pack A includes all items required by students in that year level.

Pack B includes just those specialised items eg 14mm dotted thirds, SoundWaves book etc. All other items would need to be provided by the family, often from items already owned at home.

### **Financial Support for Families**

Sherbourne 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 clothes/uniforms at a reduced rate.
- Camps, Sports and Excursions Fund provided payments for eligible students to attend camps, sports and excursions
- Payment plans for extra -curricular activities

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Business Manager Carolyn Kyte on 9434-7142

[carolyn.kyte@education.vic.gov.au](mailto:carolyn.kyte@education.vic.gov.au)

### **SUMMARY OF PARENT VOLUNTARY CONTRIBUTIONS 2023**

Category	Totals
Curriculum Contributions per student	\$370.00
Other Contributions	\$ 50.00
Extra-Curricular Items and Activities	\$ TBA per term
<b>Total</b>	<b>\$420.00</b>

### **Payment methods**

Payment contributions towards the requested payments is essential to maintain the quality of education that we provide at Sherbourne Primary School. Payments can be made in full or through instalments. Payments can be made viadirect deposit (preferred) EFTPOS, credit card or cash directly at the school office. Receipts will be issued to parents immediately upon makingpayment.

**Direct Deposit details:** Account Name: Sherbourne Primary School Council Official Account  
BSB: 063185  
Account Number: 00909627

**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

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

<http://www.sherbps.vic.edu.au/policies>

## **2023 – Backpack – Year 5**

If you wish to order your Backpack from Maxim, orders must be placed by the **20 December 2022** to ensure delivery is on time, ready for collection from the school. Collection can be made from January 23<sup>rd</sup>.

For collection queries, please contact the school office on 03 9434-7142.

### **To order your Backpack:**

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: **SHERBPS**  
*\*Please note this is capital sensitive. Please enter code as displayed in screen.*
3. Select the year level and required Backpack A or B. (Backpack A contains all items – Backpack B: contains workbooks only)
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 and available for collection from January 23

<b>Quantity</b>	<b>Description</b>
3	Educ8 A4 8mm 64 Page Exercise Book 70gsm
1	Educ8 Grid Book A4 10mm 48 Page 70gsm EACH
1	Sound Waves 5 Student Book
2	Brilliant Copy A4 80gsm White Ream 500
1	Handwriting Conventions VIC Book 5
1	PP Envelope A4 with Button Clear
1	Pencil Case Plastic A3
1	Ruler 30cm Wooden Micador Essential Each
4	Maxi-Stick 36G Glue Stick
2	Sharpener Pencil Metal Double Hole
1	Educ8 Coloured Pencils Assorted Pack 12
1	Scissors - School Right Handed 150mm Red
2	Eraser Radius Large EACH
8	Staedtler Tradition HB EACH
3	Staedtler Red Checking Pencil EACH
1	Edding 345 Highlighter Wallet 6
1	Faber Castell Connector Colouring Pens Pack 12
1	Educ8 Twist Crayons Pk 12
1	Shintaro Multimedia Headset With Boom Microphone
4	Radius Ballpoint Pen Blue EACH
4	Radius Ballpoint Pen Red EACH
1	Educ8 Circus Scrapbook 64 Page 100gsm
1	Citizen Student 8 Digit Calculator
1	Magazine Box Woodgrain
1	Calico Bags Yellow

# 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.