Thursday, 5 November 2026

GRADE 4, 2027

Dear Parents and Carers,

This letter provides information about voluntary contributions you can make to support Thomastown West Primary School for 2027 and other payments you can choose to make.

Victorian government schools provide free instruction. This means all students have free access to all items, activities and services that schools use to deliver the curriculum, including reasonable adjustments to support students with disability.

Some families choose to make a voluntary financial contribution to support the school, and we are very grateful for this support. Making a voluntary contribution is your choice. There is no expectation or pressure for families to contribute.

Thomastown West Primary School offers a range of items and activities that are additional to the free instruction provided to all students at our school. Financial help is available for extra-curricular items and activities if you are experiencing financial hardship (see further details under Financial Help for Families in the attached information). For a confidential discussion about how to access the financial help available, please contact:

- Suzi Ilic Business Manager thomastown.west.ps@education.vic.gov.au
- Sandi Young Principal sandi.young@education.vic.gov.au



If you need an interpreter, please contact 03 9605 3053 and give our school's phone number 94654317. An interpreter can help you speak with us. This service is free. For more information, please see 'How to use an interpreter to contact your school': https://content.sdp.education.vic.gov.au/media/guide-for-families-how-to-use-an-interpreter-to-contact-your-school-3012.

For more information on the Department of Education's Parent Contributions policy, please see the information attached. You can read the full Department of Education's Parent Contributions policy here: https://content.sdp.education.vic.gov.au/media/guide-for-families-how-to-use-an-interpreter-to-contact-your-school-3012.

Yours sincerely,

Carolyn Dunell	***Sandi Young***	***Suzi Ilic***
School Council President	Principal	Business Manager

Address: 98-112 Main Street, Thomastown, 3074
Telephone: (03) 9465 4317 Email: thomastown.west.ps@education.vic.gov.au

2027 PARENT CONTRIBUTIONS ARRANGEMENTS

(to be made at the TWPS Office)

Voluntary contributions

If you are the carer of a student in out-of-home care or hold a financially means-tested card (such as a healthcare card), please ignore the invitation to make voluntary contributions.

We encourage any family experiencing financial hardship to contact the school for information about the financial help available for extra-curricular activities like camps and excursions.

Voluntary contributions	Suggested amount – parents can contribute more or less	Amount
Voluntary contributions to enhance our school's range of classroom and specialist programs, resources and environment. *Thomastown West Primary School now funds digital subscriptions at no cost to families.	$100	$_____ [parent to complete]

Tax-deductible voluntary contributions	Suggested amount – parents can contribute more or less	Amount
Voluntary - Building fund: a tax-deductible contribution to support renovations and upgrades of school infrastructure	$50	$_____ [parent to complete]
Voluntary - Library fund: a tax-deductible contribution to support library maintenance and enhancements	$50	$_____ [parent to complete]

Extra-curricular items and activities

Thomastown West Primary School offers a range of optional items and activities that are additional to the free instruction provided to all students at our school. Accessing these items and activities does require payment, but financial support is available (see further details under Financial Help for Families below).

Example extra-curricular items and activities include:

- optional activities, camps, excursions and programs
- class photos
- social events like Grade 6 Graduation.

We have provided confirmed or indicative costs of known extra-curricular items and activities below.

Payment for extra-curricular items and activities with a confirmed cost can be made now or later. Payments can also be made via instalments.

Please contact the school for advice on financial help available for extra-curricular items and activities.

Extra-curricular items and activities Thomastown West 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 optional items and activities are offered on a user pays basis, **with payment requested later**, as needed or when the program is offered.	**Indicative cost**	**Confirmed cost**	**Parent/Carer to please select ✓ re: Participation or purchase**
Blue Reader/Communication bag (Please replace if lost)	$15.00	$15.00	☐
Camp Program ☐ Grade 3/4 Camp (May - June 2027)	$170.00		☐
P-4 Swimming – pool entry cost *There is no contribution request for the teaching and curriculum element of the Learn to Swim / Water Safety Program.*	$25.00		☐
Total Extra-curricular Items and Activities			

Total:	**Student Name:**
Voluntary Contributions	$
Extra-Curricular Items and Activities	$
GRAND TOTAL	$

Financial Support for Families

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

- **Camps, Sports and Excursions Fund (CSEF)**
  this program provides funding for eligible students, including those in out of home care, and holders of eligible financially means-tested cards (such as health care cards), to attend activities like camps, sporting activities, excursions and incursions that are offered on a user-pays basis

- **State School Relief vouchers**
  this program helps cover costs such as school uniforms, shoes, and other essential school items where families are experiencing financial hardship or short-term crisis.
- Smith Family Scholarships
- Flexible Payment Arrangement

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, phone 03 9465 4317 to make an appointment with:

Sandi Young, Principal
sandi.young@education.vic.gov.au

and/or

Suzi Ilic, Business Manager
suzi.ilic@education.vic.gov.au

Payment methods

If you want to make voluntary contributions throughout the year, you can:

- decide when to make each contribution
- choose the amount of each contribution.

Payments can be made by direct debit to our school account, EFTPOS in the office (Visa and Mastercard accepted), or cash directly to the office.

To enable us to have classroom supplies ready to start the school year, you may choose to make your Voluntary contribution this year:

✓ Monday – Friday 8:30am - 4:00pm during Term 4 (November - December 2026)

OR Voluntary contributions can be made by parents and carers in the first weeks of Term 1, 2027:

✓	Wednesday 27th January (Curriculum Day)	8:30am - 4:00pm
✓	Thursday 28th January – Friday 30th January	8:30am-9:30am and 2:30pm – 3:30pm
✓	Monday 1st February – Friday 5th February	8:30am-9:30am and 2:30pm – 3:30pm

Educational items for the students to own (Page 8):

Parents and carers may choose to purchase their child's educational items elsewhere or, to ensure your **MAXIM orders are delivered ready for the first week of school,** orders are **placed via the online portal this year.** Choose the time that suits you best:

- ✓ **Before 13th November 2026:** *Each 'EARLY BIRD' family who* submits their online MAXIM order before 13/11/26 will receive a raffle ticket for each child enrolled at TWPS, for the chance to **win** UNIFORM SHOP VOUCHERS.
- ✓ **Before 27th November 2026:** *Families who order before 27 November 2026 will receive one raffle ticket for each child enrolled at TWPS, for a chance to win a* ***free lunch.***
- ✓ **Before 18th December 2026:** The 18th December **is the last day to order** *to guarantee student's pack is delivered to the school* **before Term 1 begins.**
  *****A late fee of $15.00 will apply to orders placed on or after 18 December 2026*****
- ✓ **Orders will be accepted over the December/January holidays HOWEVER, orders after 18/12/26** will be delivered in the first 2 weeks of Term 1 instead.
- ✓ **LAST CHANCE to order is the Friday of Week 3, Term 1 2027.**
  Orders will not be accepted after Friday 12th February 2027.

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 (https://www2.education.vic.gov.au/pal/financial-help-families/policy), and any other relevant information.

Parent Contributions Policy

Information for families

FREE INSTRUCTION

Schools give students free instruction in the curriculum. This includes:

- Free access to all items, activities and services that schools use to deliver the curriculum, including reasonable adjustments to support students with disability.
- The Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major, and the Victorian Pathways Certificate.
- Free access to all subjects, including elective subjects.
- Free access to select-entry and accelerated programs.

FAMILIES CAN CHOOSE TO CONTRIBUTE

Schools can invite 2 types of voluntary contributions:

Voluntary contributions	Tax deductible contributions
Used towards enhanced educational programs and school environment, and additional resources and opportunities offered by schools	Used towards building and/or library fund (for those schools who have such funds)

Schools must advise the carers of students in out-of-home care and parents and carers who hold a financially means-tested card (such as a healthcare card) that the invitation to make voluntary contributions does not apply to them.

In addition, schools can invite parents and carers to pay for optional:

- Extra-curricular items and activities that go beyond the curriculum - for example, school photos, some excursions and some camps.
- Learning materials for students to individually use and own - for example, textbooks, stationery, and in secondary schools only, digital devices. If these items are not bought, provided, or brought from home, schools must provide students with free access to what they need for curriculum delivery.

FINANCIAL HELP FOR FAMILIES

Each school has a contact person who can discuss with parents and carers the financial supports that are available.

Department of Education Parent Contributions Policy:

https://www2.education.vic.gov.au/pal/parent-payment/policy.

BOOK PACK ITEMS

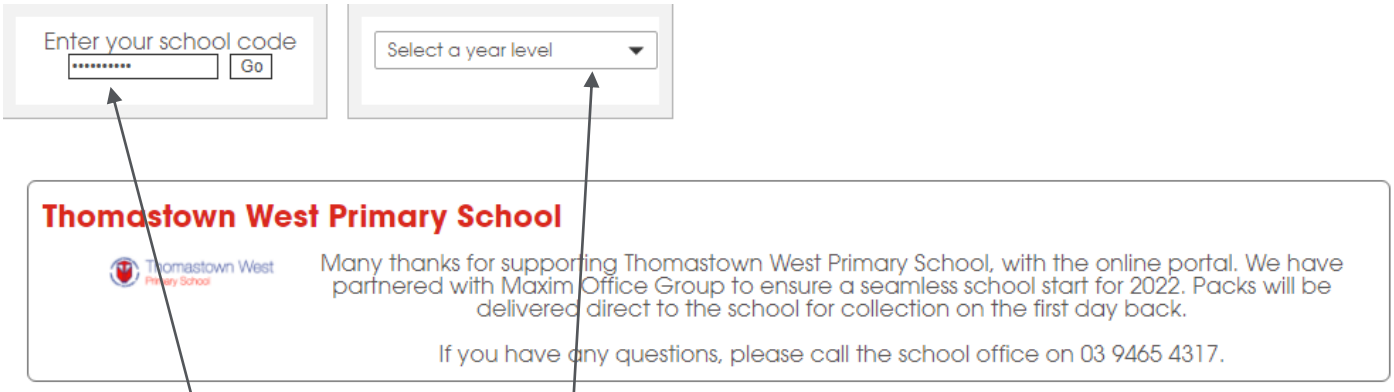
You can choose to buy learning materials for your child to individually use and own. These items can be bought from any supplier.

Thomastown West Primary School has an arrangement with the following supplier for the materials that you can buy: **Maxim**

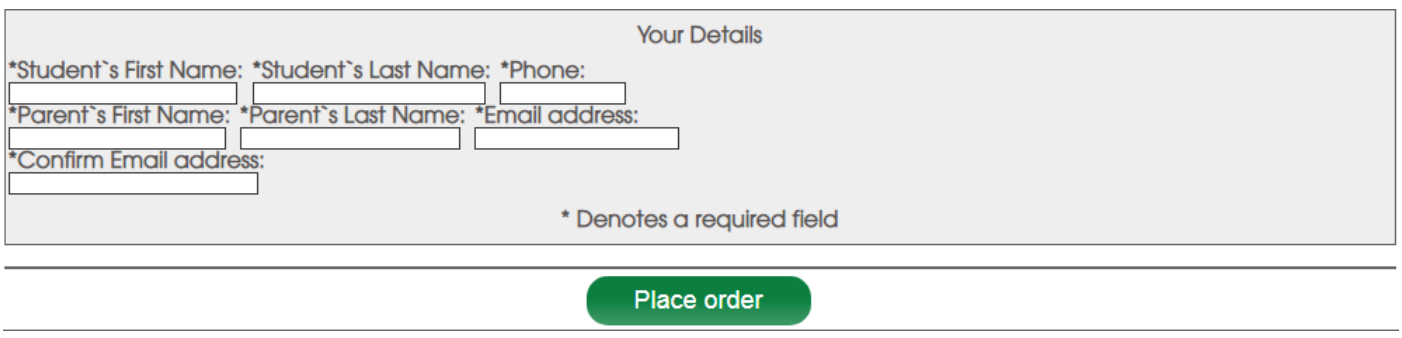
If you do not buy these items, your child will still be provided with what they need, however they may not be provided with these items to own, or keep, on an individual basis. If you would like to buy items to own that are not from this supplier, you may. If you wish to buy items through **Maxim**, please follow the instructions below or refer to the recommended list page 8.

MAXIM ONLINE ORDERING INSTRUCTIONS:

1. Please follow this link: http://www.maxim.booklists.com.au



2. Your access code is: **TWPS2027**
   **Please note this is case sensitive. Please enter the code as displayed on the screen.*
3. Select the year level required for order
4. Please ensure that the student's 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, sent to the email address you provide.

12. Your child's pack/s will be delivered to Thomastown West Primary School **ready for learning**.

Thomastown West PS continues to utilise Maxim Office Group's online portal to ensure a seamless school start in 2027. Packs will be delivered to the school and will remain there.

If you have any questions, please call Maxim on 1800 25 35 35 and press OPTION 1.

IMPORTANT:

- ✓ **To ensure delivery is on time, ready for the first week at school, orders must be placed this year:**
- ✓ **Before 13th November 2026:** *Each 'EARLY BIRD' family who* submits their online MAXIM order before 13/11/26 will receive a raffle ticket for each child enrolled at TWPS, for the chance to **win** UNIFORM SHOP VOUCHERS.
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  Orders will not be accepted after Friday 12th February 2027.

Below is a list of items that the school recommends you purchase from a *third-party provider* such as MAXIM or another store e.g. Officeworks.

Student name: _____ Year: **GRADE 4, 2027**

GRADE 4, 2027: Educational Items for students to own

Stock Code	Description	Qty	Price	Total	✓
41645	Verbatim Headset with Volume Control	1	$11.73	$11.73	
MCP4028	MaxiCopy White Paper A4 80gsm Ream 500	1	$5.85	$5.85	
LAC-200-32	Facial Tissues 2 ply 200s Loose	1	$1.70	$1.70	
L140919	Educ8 A4 18mm Dotted Thirds 48 Page Exercise Book 70gsm EACH	2	$0.77	$1.54	
L141501	Educ8 A4 18mm Dotted Thirds 96 Page Exercise Book	3	$1.16	$3.48	
L140971	Educ8 Grid Book A4 10mm 48 Page 70gsm EACH	3	$0.79	$2.37	
EPP204	PP Envelope A4 with Button Blue	1	$0.70	$0.70	
SB1064	Educ8 Scrapbook 64 Page 335 x 245mm 100gsm	1	$1.18	$1.18	
NP1005	A5 Writing Pads 8mm Ruled 100 Leaf	1	$1.35	$1.35	
MPP34	Plastic Pencil Case 330 x 135mm	1	$2.20	$2.20	
L110HB	Staedtler Tradition HB Pencil EACH	8	$0.48	$3.84	
ERM320	Eraser Educ8 Large EACH	2	$0.27	$0.54	
RWE30	Ruler 30cm Wooden Educ8 Essential Each	1	$0.46	$0.46	
30840734	Glue Stick Bostik 35 gram 30800454	4	$1.99	$7.96	
JP706SG	Scissors - School Right Handed 150mm	1	$1.17	$1.17	
81-50346	Sharpener Faber Castell WAVE 2 Hole with catch	1	$1.18	$1.18	
LS0957140	InkjoyF 100 1.0 Red EACH	2	$0.25	$0.50	
MPCN3A	Micador Name Pencil Case Orange/ Blue zip 235 x 130mm	1	$1.97	$1.97	
50-155310	Faber Castell Triangular Grip Marker Fine Wallet 10	1	$4.05	$4.05	
16-115852	Faber Castell Classic Colour Pencils Box 12	1	$3.54	$3.54	
L334-9	Staedtler Triplus Pen Fineliner Black EACH	1	$1.61	$1.61	
L4364BK	MonAmi Whiteboard Marker Black EACH	2	$1.46	$2.92	
CBOR	Calico Bags Orange	1	$1.10	$1.10	
		Subtotal:		$62.94	
		G.S.T:		$6.31	
		Total:		**$69.25**	

If you choose to bring items from home or items from another store,

please ✓ the item in the list above, then bring this list and your items in a bag (labelled with your child's name) to school on Wednesday 3rd February 2027.

Thank you.