



Monday 23<sup>rd</sup> October 2023

## **PREP 2024**

Dear Parents and Carers,

Thomastown West Primary School is looking forward to another great year of teaching and learning and would like to advise you of Thomastown West 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'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; faster WIFI and internet and the recent upgrade of our indoor learning spaces and outdoor areas.

**Educational items for students to own are no longer purchased from TWPS. A list of items that the school recommends you purchase from a *third-party provider*, such as Officeworks or MAXIM for your child to individually own and use is provided on page 7. Information about the Maxim Online Portal is included on page 5 and 6. Please note, from 2023 MAXIM will only sell the complete educational items pack, as a whole pack. Or you may choose to bring the recommended educational items from home and/or choose to purchase the educational items you require from another store.**

For further information on the Department's Parent Payments Policy please see a one-page overview on page 4.

We genuinely value your contributions in supporting our school's programs and resources.

Yours sincerely,

**Paul Johanson**

School Council President

**Sandi Young**

Principal

**Suzi Ilic**

Business Manager

Address: 98-112 Main Street, Thomastown, 3074

Telephone: (03) 9465 4317

Email: [thomastown.west.ps@education.vic.gov.au](mailto:thomastown.west.ps@education.vic.gov.au)

## 2024 SCHOOL CONTRIBUTIONS to be made at the TWPS Office

Curriculum Contributions:		Amount
Items and activities that students use, or participate in, to access the curriculum		
<b>PREP Classroom consumables, materials &amp; equipment</b> (Including printing and photocopying of worksheets and learning materials)		\$30.00
<b>Specialist materials &amp; equipment:</b>		
• Art – paint, crayons, canvas, glitter, coloured paper	\$27.00	\$35.00
• Music (cardboard, pencil, pen)	\$2.00	
• SCIENCE (Prep -2) STEM (Years 3-6) – consumables for experiments	\$6.00	
<b>PREP Online Subscriptions</b>		
• Maths Seeds (Prep – 2)	\$17.50	\$30.00
• Reading Eggs	\$12.50	
<b>Swimming</b> A contribution towards 2 weeks of pool entry (estimated to be \$30.00 based on 2023 costs). There is no contribution request for the <u>teaching and curriculum</u> element of the Learn to Swim / Water Safety Program.		TBC*
Other Contributions: For non-curriculum items and activities		Amount
<b>Tax deductible contributions</b>		
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure, buildings and grounds. <b>TWPS suggestion \$50.00</b>		\$
<b>Total Amount</b>		\$
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 in order to deliver the curriculum. <b><u>These are provided on a user-pays basis.</u></b>		
Items or Activities	Amount	Participate/Purchase (Please ✓ )
• Blue Reader/Communication bag (required)	\$15.00	
Additional items and activities to be confirmed in 2024	TBC*	

**TBC\*** (To be confirmed): Parents will be notified of further details once arrangements and costs have been finalised.

😊 All Prep students receive a **FREE** school hat from Thomastown West P.S on their first day of school. 😊

Total:	Student Name:	
Curriculum Contributions		\$
Other Contributions		\$
Extra-Curricular Items and Activities		\$
<b>GRAND TOTAL</b>		\$

## 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)
- Flexible Payment Arrangements
- Smith Family Scholarships
- State Schools Relief vouchers

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

and/or

Suzi Ilic, Business Manager

[sandi.young@education.vic.gov.au](mailto:sandi.young@education.vic.gov.au)

[suzi.ilic@education.vic.gov.au](mailto:suzi.ilic@education.vic.gov.au)

## Payment methods

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 School Contribution this year:**

- ✓ Monday – Friday 8:30am - 4:00pm during Term 4 (October, November, December 2023)

**Or School Contribution contributions can be made by parents and carers in the first weeks of Term 1, 2024:**

- ✓ Monday 29<sup>th</sup> January or Tuesday 30<sup>th</sup> January (Curriculum Days) 8:30am - 4:00pm
- ✓ Wednesday 31<sup>st</sup> January – Friday 2<sup>nd</sup> February 8:30am-9:30am and 2:30pm – 3:30pm
- ✓ Monday 5<sup>th</sup> February – Friday 9<sup>th</sup> February 8:30am-9:30am and 2:30pm – 3:30pm

**Educational items for the students to own (Page 7):** Parents and carers may choose to purchase their child's Educational items elsewhere **or to ensure your MAXIM orders and delivery is ready for the first week of school**, orders are **placed via the online portal this year**. Choose the time below that suits you best:

- ✓ **Before 10<sup>th</sup> November 2023:** *Each 'EARLY BIRD' family who submits their online MAXIM order before 10/11/23 will receive a raffle ticket for each child enrolled at TWPS, for the chance to win UNIFORM SHOP VOUCHERS.*
- ✓ **Before 24<sup>th</sup> November 2023:** *Each family who submits their online MAXIM order before 24/11/23 will receive a raffle ticket from TWPS for a chance to win each child enrolled at TWPS in the family to win a FREE LUNCH!*
- ✓ **Before 15<sup>th</sup> December 2023:** **please note the MAXIM portal for ordering TWPS Education items will close and not take orders from 18/12/23.**

## 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.

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# 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.



Dear Parents and Carers,

Many thanks for supporting Thomastown West PS with the online portal. We have partnered with Maxim Office Group 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 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 10<sup>th</sup> November 2023:** Each 'EARLY BIRD' family who submits their online MAXIM order before 10/11/23 will receive a raffle ticket for each child enrolled at TWPS, for the chance to win UNIFORM SHOP VOUCHERS.
- ✓ **Before 24<sup>th</sup> November 2023:** Each family who submits their online MAXIM order before 24/11/23 will receive a raffle ticket from TWPS for a chance to win each child enrolled at TWPS in the family to win a FREE LUNCH!
- ✓ **Before 15<sup>th</sup> December 2023:** please note the MAXIM portal for ordering TWPS Education items will close and not take orders from 18/12/23.

### ONLINE ORDERING INSTRUCTIONS:

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

The screenshot shows the Maxim online ordering portal. At the top, there are two input fields: 'Enter your school code' with a 'Go' button, and 'Select a year level' with a dropdown arrow. Below these fields is a large rectangular box containing the school's name 'Thomastown West Primary School' in red, its logo, and a message: 'Many thanks for supporting Thomastown West Primary School, with the online portal. We have partnered with Maxim Office Group to ensure a seamless school start for 2022. Packs will be delivered direct to the school for collection on the first day back. If you have any questions, please call the school office on 03 9465 4317.' Two arrows point from the text below to the input fields: one from 'Your access code is: TWPS2024' to the school code field, and another from 'Select the year level required for order' to the year level dropdown.

2. Your access code is: **TWPS2024**  
*\*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'

Your Details

\*Student's First Name:

\*Student's Last Name:

\*Phone:

\*Parent's First Name:

\*Parent's Last Name:

\*Email address:

\*Confirm Email address:

\* Denotes a required field

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



**A list of items that the school recommends you purchase from a *third-party provider* such as **MAXIM** (Details on the previous pages) or another store eg. **Office Works**.**

Student name: \_\_\_\_\_

Year: **PREP, 2024**

## PREP 2024 : Educational Items for Students to own

Stock Code	Description	Qty	Price	Total	✓
ETC001	Educ8 Twist Crayons Pk 12	1	\$3.85	\$3.85	
3025	Scissors - Kindy Right-Handed 135mm	1	\$0.98	\$0.98	
30840734	Glue Stick Bostik 35 gram 30800454	4	\$2.01	\$8.04	
126 12NC10	Noris Maxi Learner Coloured Pencils Box 10 ass	1	\$6.50	\$6.50	
SB1064	Educ8 Circus Scrapbook 64 Page 100gsm	4	\$1.12	\$4.48	
DEP003	Display Book Red A4 Refillable 20 Pocket	1	\$1.44	\$1.44	
L4364BK	MonAmi Whiteboard Marker Black EACH	3	\$1.35	\$4.05	
EVDA4	Educ8 Visual Art Diary A4 120 Page	1	\$3.75	\$3.75	
MCP4028	MaxiCopy White Paper A4 80gsm Ream 500	1	\$3.97	\$3.97	
PSM001	Educ8 Safety Markers Pk 12	1	\$2.60	\$2.60	
MTEHS01	Multimedia Headset, Shintaro	1	\$7.95	\$7.95	
L140842	Educ8 24mm Project Book Dotted 3rds 335 x 245mm 64 Pg EACH	1	\$1.21	\$1.21	
9781741353006	Firefly Writing Time VIC Foundation (Prep)	1	\$11.95	\$11.95	
L116 12-6B	Noris Maxi Learner Graphite Pencil 6B EACH	2	\$0.66	\$1.32	
L1302	Facial Tissues 2 Ply 200 sheet EACH	1	\$1.68	\$1.68	
			<b>SubTotal:</b>	<b>\$63.77</b>	
			<b>G.S.T:</b>	<b>6.38</b>	
			<b>Total:</b>	<b>\$70.15</b>	

**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 **Monday 5<sup>th</sup> February 2024**.**

**Thank you.**