



November 8th, 2023

Dear Parent/Guardian,

RE: ESSENTIAL EDUCATIONAL ITEMS: GRADES FIVE (5) and SIX (6) 2024

Woodville Primary School is looking forward to another great year of teaching and learning in 2024 and would like to advise you of Woodville Primary School's voluntary financial contributions for GRADES FIVE (5) and SIX (6) 2024.

Schools provide students with free instruction to deliver 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 your support, whether it's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer such as a wider offering of subjects, special curriculum experiences or enhanced digital learning opportunities.

Department of Education guidelines 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 attached for an indication of contributions for your child/ren.

Woodville Primary School no longer provides the essential educational items for each student (ie: book packs). Parents/carers are asked to purchase the supplies for their own child for the 2024 school year. Further on in this letter is a list of the items we recommend be purchased for your child's personal use in the classroom along with the details of our regular supplier, WINC who have set up a "Parent Portal" where you can purchase the recommended items quite easily and at an extremely competitive price. *Order the complete book list on, or before Friday 8th December 2024 for free delivery to your front door.* Please be aware that if you only order a few items off the list you will have to pay delivery costs.

If you have unused stationery items at home from previous years and would like to donate them to the school, please feel free to drop them at the school office.

Woodville Primary School will continue to use subscriptions to online learning platforms to support the learning of all students (ie Literacy / Numeracy programs). Families are invited to make a voluntary contribution towards these programs (please see overpage for full details).

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

Yours sincerely,

*Miss Sharni Wallace*  
Principal

*Mrs Emma Prespanoski*  
School Council President

*Success for everyone, in everything, every day.*

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<i>Year 5/6 classroom consumables, materials &amp; equipment</i> <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper</li> <li>• Shared Classroom Supplies – Maths, English, Take Home Reading, Library Books</li> </ul>	\$40
<i>Year 5/6 Online Subscriptions for use at Home and School</i> <ul style="list-style-type: none"> <li>• Literacy Pro (\$12)</li> <li>• Literacy Planet (\$17)</li> </ul>	\$29
<i>Year 5/6 Laptop – provision of devices from the shared classroom sets</i>	\$10
<i>Year 5/6 Printing and photocopying of worksheets and learning materials – student use</i>	\$20
<i>Year 5/6 Whole school events</i> <ul style="list-style-type: none"> <li>• Japanese Cultural day – onsite Incursion (\$5)</li> <li>• Education Week (\$2.50)</li> <li>• Book Week (\$2.50)</li> <li>• Literacy Week (\$2.50)</li> <li>• Numeracy Week (\$2.50)</li> </ul>	\$15
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
<i>School Sports Victoria membership</i>	\$2
<i>Student wellbeing programs – Birthday Buddies, Kid of the Term/Year, Woodville Kids are Friendly Kids, Healthy Living Programs.</i>	\$10
<i>First aid equipment</i>	\$4
<i>School grounds maintenance and improvements</i>	\$20
<b>Total Amount</b>	<b>\$150</b>

**Educational items for students to own** Below is a list of items that the school recommends you purchase for your child to individually own and use. You may choose to use the online Parent Portal from [WINC -https://www.wincschools.com.au/](https://www.wincschools.com.au/) and be assured you will have the correct items and quantities delivered to your home ready for the start of the new school year. Alternatively, you may choose to purchase these items elsewhere (eg: Kmart, BigW, Officeworks etc)

<b>Recommended items</b>	<b>Qty</b>
Teter Mek Round Coloured Pencils Pack 12	1
Binder Book A4 8mm Ruled 7 Hole Punch Red Margin 56gsm 96 Pages	8
Westcott Student Antimicrobial Scissors 6 Inch Assorted Colours	1
Minispace Scrapbook 167x245mm 100gsm Plain 64 Pages	1
Bostik Glue Stik 35g	4
Victory A4 Reinforced Loose Leaf Paper 8mm Ruled Pack 50	1
Celco Plastic Sharpener 2 Hole Assorted Colours	2
Manilla Document Wallet 30mm Gusset Foolscap Blue	1
Faber-Castell Goldfaber Graphite Lead HB Pencil	6
Faber-castell Textliner Ice Highlighter Chisel Tip Yellow	2
Faber-Castell Connector Pens Coloured Markers Assorted Pack 20	1
Document Wallet Polypropylene A4 Button Clear	3
Exercise Book 224x175mm 8mm Ruled 96 Pages	2
PaperMate Inkjoy Capped Ballpoint Pen Medium 1.0mm Blue Each	8
PaperMate Inkjoy Capped Ballpoint Pen Medium 1.0mm Red Each	4

Continued over page

PVC Pencil Case 356x178mm 2 Zip Pouch	1
Eraser PVC Free Small	2
Celco Protractor Hang Sell 10cm 180 Degrees	1
Winc Clipboard Folder Front Cover with Inside Pocket A4 Black	1
Verbatim Urban Headgear Multimedia Stereo Headphones with Volume Control	1
Teter Mek A4 Grid Book 10mm Grid 56GSM 96 Pages	4
Avery Display Book with Insert Cover A4 40 Pockets 80 Sheets Capacity Black	1
Cumberland 2024 Student Diary Spiral A5 Week to View	1

### Extra-Curricular Items and Activities

Woodville 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.

You will be notified of these activities/events as they are planned throughout the year and you may choose whether or not you would like your child to attend at the time.

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund for eligible families holding Centrelink Healthcare or Pension Card
- Fortnightly Centrelink deductions paid directly to the school via CentrePay

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Mrs Jodi Binion (Assistant Principal) Ph; 03 9749 2770 or email: woodville.ps@education.vic.gov.au

### Total

Category	
Curriculum Contributions	\$114
Other Contributions	\$36

### Payment methods

Woodville Primary School invites you to make payment in person at the School Office by Cash or Credit Card. You are also welcome to pay via Credit Card over the telephone. BPay is not an option at this time. Please contact the office if you have any questions regarding payment methods.

### 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.*

# 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.

**Voluntary Financial Contribution Payment Advice:**

*Please return this page to the office along with your payment details*

*(Please note you only need to complete this form once for your family)*

Your details	
FAMILY NAME:	
Student Name:	Year Level:
Student Name:	Year Level:
Student Name:	Year Level:
Student Name:	Year Level:
Student Name:	Year Level:
Student Name:	Year Level:

**Total**

Category	
Curriculum Contributions	\$
Other Contributions	\$

---

Office Use Only:	
Amount Paid: \$ _____	Cash / EFT / Other