



20<sup>th</sup> October 2021

Dear parent/guardian,

Bacchus Marsh Primary School is looking forward to another great year of teaching and learning and would like to advise you of Bacchus Marsh Primary 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.

This support allows us to offer an extensive specialist program that sets us apart from other primary schools, including the arts (Visual Arts, Performing Arts and instrumental music), Physical Education and Sport, STEM (Science, Digital Technology, and Design Thinking, all integrated with English and Mathematics), Mandarin Chinese, a unique history space, and our Stephanie Alexander Kitchen and Garden Program.

Foundation and Year 1 students enjoy play-based investigations requiring specialised resources and equipment, and we're very proud of our Technology Maker Space that needs ongoing maintenance, replacement and upgrading of equipment, such as 3D Printers, programmable items and purpose-built furniture and fittings.

We are extremely grateful that this support also enables us to maintain and update our extensive playgrounds and creative outdoor spaces which include a Chinese garden, science garden, outdoor learning spaces, and our developing Bush Tucker Space.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Melinda Williams'.

*Melinda Williams*  
*Principal*

A handwritten signature in blue ink, appearing to read 'Belinda Wakefield'.

*Belinda Wakefield*  
*School Council President*



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><i>Grade Five classroom consumables, materials &amp; equipment</i></p> <ul style="list-style-type: none"> <li>• <i>Stephanie Alexander Kitchen Garden Program – Cooking Ingredients (\$64)</i></li> <li>• <i>Maker Space – Equipment (\$12)</i></li> <li>• <i>Art – Equipment and Resources (\$17)</i></li> <li>• <i>Music – Equipment (\$12)</i></li> <li>• <i>Physical Education – Equipment (\$10)</i></li> <li>• <i>LOTE (Chinese) – Equipment and Resources (\$5)</i></li> <li>• <i>Science – Equipment and Resources (\$14)</i></li> <li>• <i>Mathematics – Equipment and Resources (\$48)</i></li> <li>• <i>English – Equipment and Resources (\$48)</i></li> <li>• <i>Classroom - Equipment and Resources (\$50)</i></li> </ul>	\$280
<p><i>Grade Five Online Subscriptions</i></p> <ul style="list-style-type: none"> <li>• <i>Mathletics (\$10)</i></li> <li>• <i>Reading Eggs (\$10)</i></li> </ul>	\$20
Other Contributions - for non-curriculum items and activities	Amount
<p><i>School grounds maintenance and improvements (suggested amount \$100)</i></p>	
Tax deductible contributions	
<p><b><i>Building fund.</i></b> <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. (suggested amount \$100)</i></p>	
<p><b><i>Library fund.</i></b> <i>A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. (suggested amount \$100)</i></p>	
<p><b>Total Amount</b></p>	\$



### Educational items for students to own

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

### Extra-Curricular Items and Activities

*Bacchus Marsh 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.

*Other than the student diary, these items will be communicated throughout the year as required*

Extra-Curricular Items and Activities	Amount
<i>Student Diary</i>	\$10
<i>School yearbook</i>	To be advised
<i>Optional Camps, Excursions, Incursions, and Interschool Sports</i>	To be advised
<b>Total Extra-curricular Items and Activities</b>	

### Financial Support for Families

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

- the Camps, Sports & Excursion Fund (CSEF)**  
 The Victorian Government has again committed to providing eligible students with Camps, Sports & Excursion funds (CSEF). **These funds are paid to the school to use towards excursions, incursions and camps for eligible students.** To be eligible for the funding, a parent or legal guardian must be the holder of a current Healthcare card or Pension card, or be a temporary foster parent on the first day of Term 1 or Term 2. Parents who are eligible for CSEF will be required to complete a CSEF application form and submit it to the office as early as possible in 2021. Applications close at the end of Term 2, 2022.
- Centrepay** is a free bill paying service offered by Centrelink to help recipients of Centrelink payments arrange regular deductions for payment of ongoing expenses and regular bills. Should you wish to participate in this, please speak with a member of the administration team in the General Office.
- State Schools Relief** provide uniform support for Prep students who are CSEF recipients. Please see the State School Relief page on the Department of Education and Training website or see the office for more information

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Matthew Smitten (Business Manager)

Ph: 03 5367 2745 |

Email: [matthew.smitten@education.vic.gov.au](mailto:matthew.smitten@education.vic.gov.au)



## Total

Category	
Curriculum Contributions	\$
Other Contributions	\$
Extra-Curricular Items and Activities	TBA

## Payment methods

- QKR (our preferred method)
- BPay – your individual reference number is on your Family Statement
- Direct Deposit – bank account details are found on your Family Statement
- EFTPOS is available at the office
- Centrepay instalments – for eligible families (see above)
- CASH/CHEQUE

## 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.



## Recommended Book pack items

- 8 x Faber-Castell Goldfaber Graphite HB Pencil
- 1 x Winc Manilla Board Document Wallet 30mm Gusset Foolscap Blue
- 1 x OfficeMax Blunt End Scissors Right Handed 157mm Yellow
- 1 x Celco Protractor Hang Sell 10cm 180 Degrees
- 1 x Winc Manilla Board Document Wallet 30mm Gusset Foolscap Red
- 2 x Winc A4 Exercise Book 10mm Grid 56gsm 48 Pages
- 2 x Micador Safety Coloured Markers Assorted Pack 12
- 2 x Winc Unpolished Wooden Ruler 30cm – Measurement in CM & MM
- 2 x Officemax Megaspacer Scrapbook 335X245mm 100 gsm White 64 Page
- 4 x Winc Eraser PVC-Free Standard Office Each
- 1 x Sharpie Yellow Fluro XL Highlighter Chisel Tip
- 2 x Sharpie Fineliner Pen Fine 0.8mm Black
- 4 x PaperMate Inkjoy 100 Ballpoint Pen Medium 1.0mm Red Each
- 8 x PaperMate Inkjoy 100 Ballpoint Pen Medium 1.0mm Blue Each
- 1 x Spirax 563A Notebook 200x127mm Reporters Top Opening 200 Page
- 1 x Officemax A4 Blank Paper Pad 8mm Ruled 50gsm 100 Sheets
- 2 x Crayola Coloured Pencils Pack 12
- 2 x Bostik Glu Stik 35G
- 7 x Winc A4 Exercise Book 8mm Ruled 56GSM Red Margin 96 Pages
- 1 x Faber-Castell Textliner Ice Highlighter Chisel Tip Orange
- 1 x Winc Display Book Non Refillable Insert Cover A4 40 Pocket Black
- 1 x Maped Shaker Sharpener 2 Hole Red
- 1 x Artline 700 Permanent Marker Fine 0.7mm Black

### Ordering made simple.

We've made it quick and easy to order your child's new year requirements. Simply visit [wincschools.com.au](http://wincschools.com.au) and follow these four steps.

1. Search for your school, Bacchus Marsh Primary School, Bacchus Marsh.
2. Complete the student's details and select Year 5.
3. Review the recommended items list.
4. Proceed to checkout.

*Please note:* if you have more than one student at the same school, please repeat the above steps. Once completed, an order confirmation will be sent to your email address.

### Deadlines and delivery information.

#### Home delivery:

Delivery Fees:

Free Delivery: for orders placed on or before 1st December 2021;

\$12.95 delivery: for orders placed after 1st December 2021.

Orders Placed:

On or before 31st December 2021 will be delivered before the start of Term 1 2022.

Please Note: For orders placed after 31st December 2021, we cannot guarantee delivery prior to Term 1.

#### Australia Post

Orders are delivered via Australia Post's eParcel service. As soon as your order is dispatched an email will be sent to let you know the Australia Post tracking ID Number. Your order can be tracked at [auspost.com.au](http://auspost.com.au).

*Note: PO Box addresses are not accepted by Australia Post*

# 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.