



Dear Year 4 parent/guardian,

Bacchus Marsh Primary School is looking forward to another great year of teaching and learning and would like to advise you of our voluntary contributions for 2025.

Schools provide students with free instruction to fulfil the standard curriculum requirements, and we want to assure you that all contributions are voluntary. *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 of your support, whether that is through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.*

For further information on the Department’s Parent Payments Policy please see a one-page overview to follow.

Yours sincerely,

Melinda Williams  
Principal

Nick Brody  
School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><i>Grade Four classroom consumables, materials &amp; equipment</i></p> <ul style="list-style-type: none"> <li>• <i>Stephanie Alexander Kitchen Garden Program – Cooking Ingredients (\$54)</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 (\$38)</i></li> <li>• <i>English – Equipment and Resources (\$38)</i></li> </ul> <p><i>Classroom - Equipment and Resources (\$50)</i></p>	\$250
<p><i>Grade Four Online Literacy and Numeracy Subscriptions</i></p>	\$20
<p><b>Total Curriculum Contributions</b></p>	<b>\$270</b>



Other Contributions - for non-curriculum items and activities	Amount
<i>School grounds maintenance and improvements (suggested amount \$50)</i>	\$
<b>Total Other Contributions</b>	\$

Tax deductible contributions	
<b>BUILDING FUND</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure (Suggested - \$50).	
<b>LIBRARY FUND</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource (Suggested \$50)	

### Educational items for students to own (Book Pack)

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

### Extra-Curricular Items and Activities – provided on a user-pays basis

Bacchus Marsh Primary School offers a range of optional 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.

*The cost of extra-curricular items and activities will be advised throughout the year.*

Extra-Curricular Items and Activities	Amount
<i>School magazine</i>	To be advised in 2025
<i>Excursions to be scheduled</i>	<i>To be advised in 2025</i>
<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 and Excursions Fund
- *State Schools Relief (SSR)*
- *Payment plans for Extra-Curricular Items and Activities*

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

*Melinda Williams or Leanne Holt*

Ph: 03 53 67 2745 | Email: [bacchus.marsh.ps@education.vic.gov.au](mailto:bacchus.marsh.ps@education.vic.gov.au)



Category	Totals
Curriculum Contributions	\$270
Other Contributions	(Non-tax deductible) \$
	(Tax-deductible) \$
Extra-Curricular Items and Activities	To be advised in 2025
<b>Total</b>	<b>\$</b>

### 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
- **Please note contributions may be made flexibly throughout the year, however voluntary contributions received by 1<sup>st</sup> March would assist our planning for 2025.** Refunds

### 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 Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.*

# Get ready for **Back to School 2025** with Officeworks School List Service

We are delighted to announce that your school has chosen to partner with Officeworks for your 2025 booklist requirements.

Please follow the below steps to complete the booklist process for your student/s for 2025.

## How to Order:

1. Go to School List Service [officeworks.com.au/app/school-list-upload/](https://officeworks.com.au/app/school-list-upload/)
2. Search and select your student's state, school and year level.
3. Enter your student's name, set your location for either Delivery or Click & Collect, and review the booklist determined by your school. You can change quantities, colours, or remove an item entirely. Only order what you need for the new school year.
4. Once you're ready, hit the "Add selected to cart" button. You can now add any extra items to your cart from the Officeworks website, such as lunchboxes or drink bottles.
5. Choose Home Delivery or Click & Collect.
6. Pay for your order.



## We have flexible delivery and payment options to suit your needs.



### Deliver to door, or pick up in store.

With home delivery and free Click & Collect you can pick the option that suits you.



### You can buy now, pay later.

Officeworks offers a variety of payment methods for your convenience.

Shop with ease using Officeworks School List Service

**officeworks**



## Additional information & key dates:

- The School List Service is available **November 2024 – 2 February 2025**.
- Place your order by **6 January 2025** to ensure delivery by **Term 1**.
- **School List Service prices are available online only and not applicable in-store.**
- Raise separate orders for each student's school list if separate packing is required, otherwise all ordered items will be consolidated.
- Direct any queries relating to Voluntary Contributions to your school.
- Orders >\$65 in metro locations are delivered free of charge. For full delivery terms and conditions please refer to [officeworks.com.au/delivery](https://www.officeworks.com.au/delivery)
- If an item is not in stock when ordering, a substitute product will be offered.
- If an item becomes unavailable after ordering, it will be cancelled, and an email notification and refund will be issued.
- Visit [officeworks.com.au/contact-us](https://www.officeworks.com.au/contact-us) for any delivery/order related enquiry.

Shop with ease using Officeworks School List Service

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OFFICE SUPPLIES • STATIONERY • PRINTING • BUSINESS SERVICES



## School Ready Pack

School name: Bacchus Marsh Primary School  
Bacchus Marsh VIC 3340

Year level: Year 4

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

Email address: \_\_\_\_\_

Contact number: \_\_\_\_\_

Code	Description	UOM	Qty	Unit Price (Incl GST)	Total Price (Incl GST)
Essential: Items required for this year					
FC1221HB20	Faber-Castell Goldfaber Graphite Pencil HB	Each	12	\$0.50	\$6.00
SMA4LAPBE	Studymate A4 Double Sided Study Board Dotted Thirds Blue	Each	1	\$5.93	\$5.93
JBBY106BAS	J.Burrows Whiteboard Markers Bullet Assorted 6 Pack	Pack of 6	1	\$5.01	\$5.01
FA57154607	Faber-Castell Textliner Fluoro Highlighter Yellow	Each	1	\$1.27	\$1.27
ES56050	Spirax No. 563B Note Pad 300 Page	Each	2	\$3.03	\$6.06
GI120001	Artline 200 Fineliner 0.4mm Black	Each	2	\$1.98	\$3.96
ST1872RD	Staedtler Noris Triangular Red Checking Pencil	Each	3	\$0.50	\$1.50
SMWDRL30CM	Studymate Wooden Ruler 30cm	Each	2	\$0.50	\$1.00
KEDTBK96R	Keji A4 55gsm 14mm Recycled Dotted Thirds Exercise Book 96 Pg	Each	3	\$0.59	\$1.77
SMGCHERLGE	Studymate Eraser Large	Each	2	\$0.28	\$0.56
MEGAMONR64	Studymate 240 x 331 Megamonster Scrapbook 64 Pages	Each	2	\$0.99	\$1.98
JBRDWBA4RD	J.Burrows A4 Recycled Button Document Wallet Red	Each	1	\$2.00	\$2.00
PA182103	Artline Smoove Ballpoint Pen Blue	Each	3	\$0.39	\$1.17
PA182102	Artline Smoove Ballpoint Pen Red	Each	2	\$0.39	\$0.78
KEBDOCWABE	Keji A4 Button Document Wallet Blue	Each	1	\$0.75	\$0.75
PEE8534755	Maped Shaker 2 Hole Sharpener Assorted	Each	2	\$0.99	\$1.98
FA11150AP	Faber-Castell Connector Pens 10 Pack	Pack of 10	2	\$3.50	\$7.00
KEKP7676YW	Keji Stick-it Notes 76x76mm Yellow	Each	2	\$0.99	\$1.98
KDXFOWS1	Studymate Musical Recorder White	Each	1	\$6.99	\$6.99
JBPRODBBKR	J.Burrows Recycled Presentation Display Book A4 Black	Each	2	\$2.50	\$5.00

An Officeworks Partnered School for School Ready Packs

Code	Description	UOM	Qty	Unit Price (Incl GST)	Total Price (Incl GST)
JBRDWBA4PE	J.Burrows A4 Recycled Button Document Wallet Purple	Each	1	\$2.00	\$2.00
SMCG4	Studymate Soft Grip Scissors 6"/152mm	Each	2	\$1.71	\$3.42
KEJIT14B	Keji Magnetic Whiteboard Eraser Small Blue	Each	1	\$2.15	\$2.15
OUP12510	Oxford Handwriting for Victoria Book 4 Revised 3rd Edition	Each	1	\$18.95	\$18.95
KEGDA496R	Keji A4 55gsm 10mm Recycled Grid Book 96 Page	Each	2	\$0.59	\$1.18
SMJTCP243	Studymate Coloured Pencils 24 Pack	Pack of 24	2	\$2.86	\$5.72
SMGCHGL40G	Studymate Natural Glue Stick 40g	Each	2	\$1.05	\$2.10
Optional: Items also required for this year, but can be removed if they have been purchased previously					
OTWLKIDHBL	Otto Kids Wireless Headphones Blue	Each	1	\$20.00	\$20.00
Total (Incl GST)					<b>\$118.21</b>

**Note to parents**

Headphones are an optional item

# 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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- 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.