

Sunbury West Primary School



October 2021

Dear Parent/Guardian,

Sunbury West Primary School is looking forward to another great year of teaching and learning and would like to advise you of Sunbury West'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.

Within our school your financial support has allowed us to organise and coordinate the best possible programs outside of the traditional teaching and learning classroom structure. This includes and is not limited to:

- the purchasing of art, music and physical education equipment and resources, which in turn, supports them to be exemplary programs
- Other programs which we are able to offer because of your contributions include Bicycle Education, Housemates, School Wide Positive Behaviours program.
- Purchase of new ipads for use in the classrooms
- Library Books and Class sets
- Refurbishment of school buildings, grounds and gardens

Please find attached Sunbury West Primary School's Voluntary Financial Contributions Schedule for 2022, which includes an overview of how your financial contribution will support our school.

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 'Inga Wilson'.

Inga Wilson
Principal

A handwritten signature in black ink, appearing to read 'Darren Watt'.

Darren Watt
School Council President

Sunbury West Primary School



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount per child
<p><i>Classroom consumables, materials & equipment</i></p> <ul style="list-style-type: none"> • <i>Art – paint, crayons, canvas, glitter, coloured paper, wood, wool, beading</i> • <i>Mathematics – numeracy blocks, calculators, teaching resources, concrete materials</i> • <i>English – book boxes, guided reading books, take home readers</i> • <i>Sports – equipment, ribbons</i> • <i>Music – instruments, song books</i> • <i>Library – books, subscriptions</i> 	\$ 50.00
<p><i>Online Subscriptions</i></p> <ul style="list-style-type: none"> • <i>Soundwaves</i> • <i>Sunshine online</i> 	\$ 6.00
<p><i>STEM</i></p> <ul style="list-style-type: none"> • <i>STEM equipment and devices – Robotics, Lego Education</i> 	\$ 5.00
<p><i>Printing and photocopying of worksheets and learning materials</i></p>	\$ 14.00
Other Contributions - for non-curriculum items and activities	Amount per child
<ul style="list-style-type: none"> • <i>Technology fund</i> - A contribution to support our ipad and technology program 	\$10.00
Tax deductible contributions	
<p><i>Building fund</i> - A tax-deductible contribution to maintain our buildings to a safe and attractive standard.</p>	\$15.00
<p>Total Amount per child</p>	\$ 100.00

Sunbury West Primary School



Educational items for students to own

Please find attached a list of items that the school recommends for each individual student. Items can be purchased as a pack from Rapid Office Choice for your child to individually own and use.

This link can be posted into your browser or click here to follow the link to purchase your items:

<https://new.rapidoffice.com.au/categories/z-custom/sunbury-west-primary-school/?sort=alphaasc>

If you are purchasing these items from Rapid Office Choice, please ensure you order by the cut-off date – Monday 22nd November to avoid price increases as Rapid Office Choice has given us a bulk price discount. Delivery in time for day 1 of Term 1 2022 also can't be guaranteed for orders that are placed after the cut-off date.

Orders must be placed by Monday 22nd November 2021

Extra-Curricular Items and Activities – User pays

Sunbury 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. These are provided on a user-pays basis. Examples of these items and activities include excursions, incursions, camps, Swimming, Interschool Sports, Year 6 Jacket, House T-Shirts, Prep & Year 6 Polo Shirts, Wakkakirri, Instrumental Music Program.

The costs for Extra-Curricular Items and Activities will be advised throughout the year as they arise.

Financial Support for Families

Sunbury West 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 students to attend camps, sports and excursions
- Individual Payment Plans

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

Pina Readman

Ph: 03 9740 8666 | Email: sunbury.west.ps@education.vic.gov.au

Total

Category	
Curriculum Contributions	\$ 85
Other Contributions (BMF)	\$ 15
Total	\$ 100

Sunbury West Primary School



Payment methods

Parent contributions towards the requested payments is essential to maintain the quality of education that we provide at Sunbury West Primary School.

Payments can be made via

- QKR!
- Cash
- Eftpos
- Direct Deposit into School Account (BSB 063 548 Account 00800429) please include your child's name in the description.

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.

Educational items for students to own

Year Prep

- Below is a list of items that the school recommends for each individual student. (These items were traditionally known as the “Book Pack’ you would’ve collected for your child in previous years)
- Items can be purchased as a pack from Rapid Office Choice for your child to individually own and use. <https://new.rapidoffice.com.au/categories/z-custom/sunbury-west-primary-school/?sort=alphaasc>
- If you are purchasing these items from Rapid Office Choice, please ensure you order by the cut-off date – Monday 22nd November to avoid price increases as Rapid Office Choice has given us a bulk price discount. Delivery in time for day 1 of Term 1 2022 also can’t be guaranteed for orders that are placed after the cut-off date.

Quantity	Description
1	Noris Maxi Learner Coloured Pencils Box 10 ass
9	Educ8 Circus Scrapbook 64 Page 100gsm
1	Educ8 A4 25mm Ruled 48 Page Exercise Book 70gsm EACH
1	Communication Folder / Mesh Pouch A4
3	Staedtler Jumbo Triangular Pencil 2B EACH
1	Educ8 Twist Crayons Pk 12
1	My Home Reading Journal KLUWELL Yellow Level
1	Visual Art Diary A5 Quill
4	Glue Stick Bostik 35 gram 30800454
2	Scissors - School Right Handed 150mm Red
1	Sharpener Staedtler 2 Hole with Barrel
4	Staedler 341 Compact 1.2mm Whiteboard Markers Blue EACH
2	Faber Castell Connector Pens Art Set Wallet 14
1	Crayola Chalkboard/Whiteboard Eraser
1	Display Book A4 Refillable 20 pocket

Educational items for students to own

Year 1

- Below is a list of items that the school recommends for each individual student. (These items were traditionally known as the “Book Pack’ you would’ve collected for your child in previous years)
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- If you are purchasing these items from Rapid Office Choice, please ensure you order by the cut-off date – Monday 22nd November to avoid price increases as Rapid Office Choice has given us a bulk price discount. Delivery in time for day 1 of Term 1 2022 also can’t be guaranteed for orders that are placed after the cut-off date.

Quantity	Description
1	Educ8 Board Document Wallet Yellow
1	Ruler 30cm Wooden Micador Essential Each
1	My Home Reading Journal KLUWELL Yellow Level
4	Educ8 24mm Writing Book Dotted 3rds 64pg 70gsm
6	Educ8 Circus Scrapbook 64 Page 100gsm
1	Educ8 A4 25mm Ruled 48 Page Exercise Book 70gsm EACH
1	Communication Folder/Mesh Pouch A4
8	Staedtler Jumbo Triangular Pencil 2B EACH
2	Faber Castell Tri-Grip Coloured Pencils Assorted Box 12
1	Visual Art Diary A5 Quill
4	Staedler 341 Compact 1.2mm Whiteboard Markers Blue EACH
1	Crayola Chalkboard/Whiteboard Eraser
2	Scissors - School Right Handed 150mm Red
1	Educ8 Twist Crayons Pk 12
4	UHU Magic Blue Glue Stick 40g
2	Sharpener Staedtler 2 Hole with Barrel
2	Faber Castell Connector Pens Art Set Wallet 14
1	Display Book Black A4 Refillable 20 Pocket

Educational items for students to own

Year 2

- Below is a list of items that the school recommends for each individual student. (These items were traditionally known as the “Book Pack’ you would’ve collected for your child in previous years)
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- If you are purchasing these items from Rapid Office Choice, please ensure you order by the cut-off date – Monday 22nd November to avoid price increases as Rapid Office Choice has given us a bulk price discount. Delivery in time for day 1 of Term 1 2022 also can’t be guaranteed for orders that are placed after the cut-off date.

Quantity	Description
1	Educ8 Board Document Wallet Yellow
1	Ruler 30cm Wooden Micador Essential Each
6	Educ8 A4 18mm Dotted Thirds 48 Page Exercise Book 70gsm EACH
6	Educ8 Circus Scrapbook 64 Page 100gsm
1	Communication Folder/Mesh Pouch A4
2	Faber Castell Tri-Grip Coloured Pencils Assorted Box 12
1	My Home Reading Journal KLUWELL Yellow Level
8	Staedtler Jumbo Triangular Pencil 2B EACH
1	Visual Art Diary A5 Quill
4	Staedler 341 Compact 1.2mm Whiteboard Markers Blue EACH
1	Crayola Chalkboard/Whiteboard Eraser
2	Scissors - School Right Handed 150mm Red
1	Educ8 Twist Crayons Pk 12
4	UHU Magic Blue Glue Stick 40g
2	Sharpener Staedtler 2 Hole with Barrel
2	Faber Castell Connector Pens Art Set Wallet 14
1	Display Book Black A4 Refillable 20 Pocket

Educational items for students to own

Year 3/4

- Below is a list of items that the school recommends for each individual student. (These items were traditionally known as the “Book Pack’ you would’ve collected for your child in previous years)
- Items can be purchased as a pack from Rapid Office Choice for your child to individually own and use. <https://new.rapidoffice.com.au/categories/z-custom/sunbury-west-primary-school/?sort=alphaasc>
- If you are purchasing these items from Rapid Office Choice, please ensure you order by the cut-off date – Monday 22nd November to avoid price increases as Rapid Office Choice has given us a bulk price discount. Delivery in time for day 1 of Term 1 2022 also can’t be guaranteed for orders that are placed after the cut-off date.

Quantity	Description
3	Scissors - School Right Handed 150mm Red
8	Educ8 A4 14mm Dotted Thirds 96 Page Exer
1	Flexiruler 30 cm
6	Educ8 Circus Scrapbook 64 Page 100gsm
4	Glue Stick Bostik 35 gram 30800454
1	pencil case
1	PP Envelope A4 with Button Blue
1	PP Envelope A4 with Button Purple
12	Staedtler Graphite Pencil HB EACH
2	Sharpener Pencil Maped Shaker Double Hole
2	Papermate Inkjoy 1.0mm Red EACH
1	Faber Castell Tri-Grip Coloured Pencils Assorted Box 12
1	Faber Castell Connector Pens Art Set Wallet 14
1	Communication Folder/Mesh Pouch A4
1	Display Book Black A4 Refillable 20 Pocket
1	whiteboard marker compact wallet 4
2	Pen Papermate INKJOY 300 1.0mm Blue Retractable EACH
1	Cube Notes Ass. Pk of 6 80 Sht Blocks Neon Cols.
1	my personal dictionary Oxford

Educational items for students to own

Year 5/6

- Below is a list of items that the school recommends for each individual student. (These items were traditionally known as the “Book Pack’ you would’ve collected for your child in previous years)
- Items can be purchased as a pack from Rapid Office Choice for your child to individually own and use. <https://new.rapidoffice.com.au/categories/z-custom/sunbury-west-primary-school/?sort=alphaasc>
- If you are purchasing these items from Rapid Office Choice, please ensure you order by the cut-off date – Monday 22nd November to avoid price increases as Rapid Office Choice has given us a bulk price discount. Delivery in time for day 1 of Term 1 2022 also can’t be guaranteed for orders that are placed after the cut-off date.

Quantity	Description
5	Staedtler Tradition HB EACH
2	Faber Castell Combi Eraser Medium
1	Educ8 Board Document Wallet Blue
1	Scissors - School Right Handed 150mm Red
2	Educ8 Grid Book A4 Primary 10mm x 5mm 48 Page 70gsm
6	Educ8 Circus Scrapbook 64 Page 100gsm
2	Glue Stick Bostik 35 gram 30800454
1	Communication Folder/Mesh Pouch A4
1	Sharpener Pencil Maped Shaker Double Hole
2	Papermate Inkjoy 1.0mm Red EACH
4	Papermate Inkjoy 1.0mm Blue EACH
1	Clipboard A4 Plastic Assorted Each
3	Educ8 A4 8mm 96 Page Exercise Book 70gsm
1	Faber Castell Tri-Grip Coloured Pencils Assorted Box 12
2	Nylorite Marker Wallet 24 #13079
1	Faber Castell Connector Colouring Pens Pack 10
1	Ruler 30cm Bendy Plastic
1	Sharpie Permanent Marker 1.0mm Black
1	Pop-up Note Refill lined Yellow EACH
1	Display Book Black A4 Refillable 20 Pocket
2	Whiteboard marker
1	Student Diary
1	2 Ring binder 25mm plastic front cover - Blue
1	Foolscap manilla folder buff
1	Educ8 Reinforced Refills Ruled 8mm Pack 50