



Altona Meadows Primary School

2027 Grade Four Parent Contributions Arrangements– Including Voluntary Contributions

Dear parents/guardians,

This letter provides information about voluntary contributions you can make to support Altona Meadows Primary School for 2027 and other payments you can choose to make.

Victorian government schools provide free instruction. This means all students have free access to all items, activities and services that schools use to deliver the curriculum, including reasonable adjustments to support students with disability.

Some families choose to make a voluntary financial contribution to support the school, and we are very grateful for this support. Making a voluntary contribution is your choice. There is no expectation or pressure for families to contribute.

Altona Meadows Primary School offers a range of items and activities that are additional to the free instruction provided to all students at our school. Financial help is available for extra-curricular items and activities if you are experiencing financial hardship (see further details under Financial Help for Families in the attached information). For a confidential discussion about how to access the financial help available, please contact:

Emma Hampton, Principal, 9369 1288, emma.hampton@education.vic.gov.au

Nicole Smith, Business Manager, 9369 1288, Nicole.smith3@education.vic.gov.au

If you need an interpreter, please contact [03 9605 3053](tel:0396053053) and give our school's phone number 9369 1288. An interpreter can help you speak with us. This service is free. For more information, please see [How to use an interpreter to contact your school](#).

For more information on the Department of Education's Parent Contributions policy please see the information attached.

You can read the full policy at [Parent Contributions: Policy education.vic.gov.au](https://www.education.vic.gov.au/parent-contributions-policy).

Yours sincerely,

Emma Hampton
Principal

Scott Hanson
School Council President

Altona Meadows Primary School 2027 Grade Four Parent Contributions Arrangements

Voluntary contributions

If you are the carer of a student in out-of-home care or hold a financially means-tested card (such as a healthcare card), please ignore the invitation to make voluntary contributions.

We encourage any family experiencing financial hardship to contact the school for information about the financial help available for extra-curricular activities like camps and excursions.

Voluntary contributions	Suggested amount – parents can contribute more or less	Amount
Voluntary contributions to enhance our school's range of programs, resources and environment.	\$100	\$

Tax-deductible voluntary contributions	Suggested amount – parents can contribute more or less	Amount
Voluntary - Building fund: a tax-deductible contribution to support renovations and upgrades of school infrastructure	\$100	\$

Extra-curricular items and activities

Altona Meadows Primary School offers a range of optional items and activities that are additional to the free instruction provided to all students at our school. Accessing these items and activities does require payment, but financial support is available (see further details under Financial Help for Families below).

Example extra-curricular items and activities include:

- optional activities, camps, excursions and programs
- class photos
- social events like formals.

We have provided confirmed or indicative costs of known extra-curricular items and activities below.

Payment for extra-curricular items and activities with a confirmed cost can be made now or later.

Payments can also be made via instalment.

Please contact the school for advice on financial help available for extra-curricular items and activities.

Extra-curricular items and activities	Indicative cost	Confirmed cost (where known)	Parent/carer to select
Swimming	\$65		
3/4 Camp – The Ranch – 4 – 6 th August	\$520		
Total Extra-curricular Items and Activities	\$585		

Learning materials for students to own

Booklist items:

You can choose to buy learning materials for your child to individually use and own. These items can be bought from any supplier.

Altona Meadows Primary School has an arrangement with the following supplier for the materials that you can buy: PaperChase

If you do not buy these items, your child will still be provided with what they need, however they may not be provided with these items to own, or keep, on an individual basis. If you wish to buy items through the supplier, please go to: <https://booklist.paperchase.com.au>

A recommended list is also attached.

Financial help for families

Altona Meadows Primary School understands families can experience financial difficulty. Help is available, including:

- **Camps, Sports and Excursions Fund** – this program provides funding for eligible students, including those in out of home care, and holders of eligible financially means-tested cards (such as health care cards), to attend activities like camps, sporting activities, excursions and incursions that are offered on a user-pays basis.
- **Affordable School Uniforms** - delivered by State Schools Relief, this program helps cover costs such as school uniforms, shoes, and other essential school items where families are experiencing financial hardship or short-term crisis.
- Payment plans for Extra-Curricular Items and Activities

Applications for support from the Camps, Sports and Excursions Fund and State Schools Relief are submitted by the school - please contact us to discuss these and other financial help.

For a confidential discussion about how to access financial help, please contact:

Nicole Smith

Ph: 03 9369 1288 | Email: nicole.smith3@education.vic.gov.au

Payment methods

- Eftpos – please see our Administration team in our main office
- Direct Deposit – BSB: 033-222
Account: 018389
Please ensure you place your child/ren's names in the reference section

If you want to make voluntary contributions throughout the year, you can:

- decide when to make each contribution
- choose the amount of each contribution.

If you would like to pay for extra-curricular items and activities through instalments, please make contact with Nicole Smith, Business Manager to discuss.

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 of Education's [Parent Contributions](#) policy and guidance, [Financial Help for Families](#) policy, and any other relevant information.

Parent Contributions policy

Information for families



FREE INSTRUCTION

Schools give students free instruction in the curriculum. This includes:

- Free access to all items, activities and services that schools use to deliver the curriculum, including reasonable adjustments to support students with disability.
- The Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major, and the Victorian Pathways Certificate.
- Free access to all subjects, including elective subjects.
- Free access to select-entry and accelerated programs.



FAMILIES CAN CHOOSE TO CONTRIBUTE

Schools can invite 2 types of voluntary contributions:

Voluntary contributions

Used towards enhanced educational programs and school environment, and additional resources and opportunities offered by schools

Tax deductible contributions

Used towards building and/or library fund (for those schools who have such funds)

Schools must advise the carers of students in out-of-home care and parents and carers who hold a financially means-tested card (such as a healthcare card) that the invitation to make voluntary contributions does not apply to them.

In addition, schools can invite parents and carers to pay for optional:

- Extra-curricular items and activities that go beyond the curriculum - for example, school photos, some excursions and some camps.
- Learning materials for students to individually use and own - for example, textbooks, stationery, and in secondary schools only, digital devices. If these items are not bought or provided from home, schools will provide students with free access to what they need for curriculum delivery.



FINANCIAL HELP FOR FAMILIES

Each school has a contact person who can discuss with parents and carers the financial supports that are available.

Schools must publish their Parent Contributions arrangements on their school website, along with a link to the department's [Parent Contributions policy](#).



ALTONA MEADOWS PRIMARY SCHOOL BOOKLIST

GRADE 4 - 2027



ONLINE ORDERING INSTRUCTIONS

PLEASE READ CAREFULLY as the process may have changed from previous years

DUE DATE: 13 DECEMBER 2026

Important Information

- Orders must be placed by the due date in order for your child to receive their pack for the first day of Term 1.
- Orders placed after the due date will not be delivered to the school until mid February due to our **extremely busy schedule in January. NO EXCEPTIONS. Please order early to avoid disappointment.** We apologise if you are a new enrolment or missed the due date due to unavoidable circumstances, but the school is aware your pack won't be ready on the first day of school, so your child should not be disadvantaged.
- All packs will be delivered to the school and cannot be collected from Paperchase.
- Complete packs only can be ordered through Paperchase Booklist Website. We do not have a walk-in shop and individual items cannot be purchased. All orders must be placed online.

PROCESSING & HANDLING CHARGES	
Orders placed after the due date will incur additional processing and handling charges as outlined below.	
ORDER DATE	PROCESSING/HANDLING FEE
Up to 13 December	-
13 December – 1 st February	\$8.50 per pack

Online Booklist ordering will close on 1 FEBRUARY 2027.

You will not be able to order through our dedicated Booklist Website after this date. Please order early to avoid disappointment

Online Booklist Ordering Procedure

1. Go to <https://booklist.paperchase.com.au>
2. Enter this School Access Code: **PAL002**
Access code must be entered. Searching for school will not work
3. Click 'Create Order'
4. Enter students first and last name, choose year level from the drop-down list and click 'Continue'.
5. Click 'Add Order to Cart'
6. You may then either Checkout or Add Another Student.

Please check your E-mail for order receipt. *If you do not receive email confirmation, please contact Paperchase directly to confirm your order was placed correctly.*

PLEASE NOTE: Payment must be made during the online ordering process, by **Visa or Mastercard** (credit card or debit card accepted). ZIP Pay also available*

* ZIP -Interest free, nothing to pay upfront, flexible repayments. You will need an active Zip account. Conditions apply: <https://zip.co/create-an-account>

If you elect not to purchase the booklist through Paperchase please ensure children come to school on the first day with the required materials.



ALTONA MEADOWS PRIMARY SCHOOL

BOOKLIST

GRADE 4 - 2027



DUE DATE - PLEASE SUBMIT ORDER ONLINE BY: 13-Dec-2026

ONLINE BOOKLIST ORDERING INSTRUCTIONS*

Ordering is fast, secure and convenient. Simply:

1. Go to <https://booklist.paperchase.com.au>
2. Enter this School Access code: **PAL002**
3. Click 'Create Order'
4. Enter student's name, select correct year level from the drop-down list and follow prompts to place your order

*Booklist ordering only available during back-to-school season.

GRADE 4 - 2027 STATIONERY PACK - Sold as a Pack only - quantities cannot be altered

Code	Qty	Item Description
4034454	4	PICTOR GLUE STICK 36GM CLEAR
4679128	12	PICTOR PREMIUM GRAPHITE PENCIL HB BLACK
4680034	2	PICTOR PREMIUM CHECKING PENCIL RED
4679079	2	PICTOR PREMIUM COLOURED PENCILS ASSORTED PACK 12 (PACK)
4000895	1	PICTOR VISUAL ART DIARY A4 120 PAGE PP 110GSM BLACK
4450603	2	PICTOR DOCUMENT WALLET A4 WITH BUTTON PP CLEAR
4000154	3	PICTOR PREMIUM GRAPH BOOK A4 48 PAGE 10MM GRAPH 70GSM SUN
4000185	4	PICTOR SCRAPBOOK MEGA 330 X 245MM 64 PAGE 100GSM SPACEBUDDIES
7051933	4	ARTLINE MARKER WHITEBOARD SUPREME BLACK
4010214	1	PICTOR OXFORD PENCIL CASE 350 X 260MM DOUBLE ZIP HEAVY DUTY ASSORTED
4410064	3	PICTOR PREMIUM EXCEL ERASER LARGE
4371598	2	PICTOR RULER 30CM WOODEN
7001388	2	PICTOR PREMIUM STICKY NOTES 76 X 76MM YELLOW
4105010	2	PICTOR HIGHLIGHTER CHISEL V COP LITERACY ASSORTED PACK 4 (PK4)
7024365	4	FABER CASTELL PEN TRILUX MEDIUM BLUE
4000093	6	PICTOR PREMIUM EXERCISE BOOK A4 96 PAGE 14MM DOTTED THIRDS 70GSM GALAXY
4171080	1	PICTOR DRY ERASE LEARNING SHEET 280 X 230MM DOUBLE SIDED 24MM DOTTED THIRDS / PLAIN W946
7019207	1	STAEDTLER PEN 430 MEDIUM GREEN
4585012	2	CRAYOLA MARKER SUPER TIP COLOURED ASSORTED (PK12)
4330291	1	PICTOR PREMIUM SOFT GRIP SCISSORS 155MM BLUE/RED HANDLE
4410051	1	CRAYOLA CHALKBOARD DUSTER
7074027	1	STAEDTLER SHARPENER DOUBLE HOLE BARREL ASSORTED COLOURS
4210647	1	PICTOR HEADPHONES 3.5MM WIRED HP-162
5801875	1	RESILIENCE PROJECT 3-6 PLANNER/DIARY <i>*Not provided with your Booklist - this will be distributed by the School*</i>
7107236	1	INITV TAPE DISPENSER SMALL BLACK
7071246	2	INITV TRANSPARENT TAPE 19x33m
		Total \$80.80

NOTE: You will also be able to pay various School Contributions with your booklist order.

ORDER DATE	Processing & Handling Charges
Up to 13 December	-
13 December-1 st February	+\$8.50 per pack

Online Booklist ordering will close on 1 FEBRUARY 2027.

You will not be able to order through our dedicated Booklist Website after this date. Please order early to avoid disappointment
Paperchase Office National - Ph: 03 9034 3930 - booklist@paperchase.com.au - <http://booklist.paperchase.com.au>

