



# Altona Meadows Primary School

No. 5172

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## Grade 4 Family Contributions / Book Pack Information

Tuesday 18<sup>th</sup> October, 2022

Dear Parents/Guardians,

Altona Meadows Primary School is looking forward to another great year of teaching and learning and would like to advise you of our voluntary financial contributions for 2023.

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.

For the 2023 school year, we are continuing with our online portal for the purchasing of Book Packs, this should hopefully make the system of ordering and delivering of packs much easier. All Book Packs will be delivered straight to the school at the beginning of 2023 and will not need to be taken home. We have added several items into our packs for next year to enhance the learning program. This includes items such as individual headphones for each student and handwriting books.

For the 2023 school year, we are continuing with our Bring your Own Device Program for students in grades 3, 4, 5 & 6. Our partnership with JBHIFI ensures the best prices and warranty for these netbooks. Please see the attached Information Pack for further information. Please remember, if you purchased a device for your child for Grade 3 you do not need to purchase a new one.

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

Yours sincerely,

Emma Hampton  
School Principal

Simon Jackson  
School Council President



## Altona Meadows Primary School Grade 4 2023

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Grade 4 classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>Grade 4 Book Pack</li> </ul>	\$78.00
Grade 4 Curriculum Contribution <ul style="list-style-type: none"> <li>Items to support the curriculum delivery eg: counters, reading books</li> </ul>	\$50
Grade 4 classroom consumables <ul style="list-style-type: none"> <li>General classroom supplies eg: paper, art &amp; craft supplies</li> </ul>	20 / \$40 / \$60
Specialist Program Resources <ul style="list-style-type: none"> <li>Contribution towards materials and resources for the Specialist program</li> </ul>	\$20 / \$40 / \$60
Online Subscription <ul style="list-style-type: none"> <li>Essential Assessment – online assessment platform</li> </ul>	\$20
Stephanie Alexander Kitchen Garden Program	\$40.00
Other Contributions - for non-curriculum items and activities	Amount
<b>Tax deductible contributions</b>	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$50 / \$100

### Educational items for students to own

Attached is a list of items that the school recommends you purchase from Paper Chase / Office National for your child to individually own and use.

### Extra-Curricular Items and Activities

Altona Meadows 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.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
School Diary	\$10.00	

The activities listed below are planned to commence throughout the year. The price listed is a guide only, further information will be provided closer to the date. No payment is needed for these at the moment.

Extra-Curricular Items and Activities	Amount
Swimming	\$50 (approx)
Camp – Ace High (13-15/9)	\$390 (approx)

### Financial Support for Families

Altona Meadows 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 a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact our office and a member of staff will be able to support you. Ph: 03 9369 1288 | Email: [altona.meadows.ps@education.vic.gov.au](mailto:altona.meadows.ps@education.vic.gov.au)

### **Payment methods**

All online payments can be made online through Paper Chase/Office Nationals portal. Please see the attached form for further details.

The purchasing of a device for students in grades 3,4,5 & 6 can all be made through our JBHIFI portal. Please see attached form for further details.

The School Diary, donations to our Building Fund and all other voluntary contributions can be made directly through our main office.

### **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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) 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.





# ALTONA MEADOWS PRIMARY SCHOOL BOOKLIST GRADE 4 2023



## ONLINE ORDERING INSTRUCTIONS

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

**DUE DATE: 20 DECEMBER 2022**

- 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 may NOT be processed until February** due to our extremely busy schedule in January. **NO EXCEPTIONS**  
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.
- Orders placed after the due date will also incur an additional \$5.50 processing fee
- All packs will be delivered to the school and cannot be collected from Paperchase.
- Complete packs only can be ordered through Paperchase. **We do not have a walk-in shop and individual items cannot be purchased. All orders must be placed online.**

**Online ordering will close on 1 FEBRUARY 2023.**

### Online Ordering Procedure

1. Go to <http://booklist.paperchase.com.au>
2. Enter this School Access Code: **BTSAMPS**  
**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 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 2023



PLEASE SUBMIT ORDER ONLINE BY: **20-Dec-2022**

## ONLINE ORDERING INSTRUCTIONS:

Ordering is fast, secure and convenient. Simply;

1. Go to <http://booklist.paperchase.com.au>

2. Enter this School Access code: **BTSAMPS**

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

## STATIONERY PACK - Sold as a Pack only - items can not be altered

Qty	Code	Description	Unit
4	4034454	OSMER GLUE STICK LARGE 40G CLEAR PVP	EACH
2	7001798	FABER CASTELL PROJECT MARKERS WALLET 12	PACK 1
2	7097796	STAEDTLER RED CHECKING PENCIL 3MM	EACH
2	6003445	DOMS FULL SIZE COLOUR PENCILS BOX 12 WITH BONUS SHARPENER	PACK 1
6	4000093	PICTOR PREMIUM EXERCISE BOOK DOTTED THIRDS 14MM 70GSM 96 PAGE A4 GALAXY	EACH
1	4028630	DOCUMENT WALLET A4 BUTTON CLEAR	EACH
2	4012082	SCHOOL SCISSORS 178MM	EACH
2	7024365	FABER-CASTELL TRILUX BALLPOINT PEN MEDIUM BLUE	EACH
2	7101097	FABER-CASTELL TRILUX BALLPOINT PEN MEDIUM RED	EACH
4	7051933	ARTLINE SUPREME WHITEBOARD MARKER BULLET 1.5MM BLACK	EACH
1	4000154	PICTOR PREMIUM GRAPH BOOK 10MM 70GSM 48 PAGE A4 SUN	EACH
7	4000185	PICTOR MEGA SPACEBUDDIES SCRAPBOOK 100GSM 64 PAGE 330 X 240MM	EACH
1	4000499	PICTOR PREMIUM A4 96 PAGE PROJECT BOOK 14MM PLAIN/DOTTED THIRDS 70GSM SCORPIUS	EACH
1	4010214	PENCIL CASE 355 X 255mm TWO ZIP LARGE HEAVY DUTY	EACH
2	7003914	MARBIG 2 HOLE PENCIL SHARPENER METAL HAND HELD	EACH
2	7005894	PLASTIC ERASER LARGE WITH SLEEVE	EACH
10	4013052	STAEDTLER FSC HEXAGONAL PENCIL HB	EACH
2	7049367	WOODEN RULER 30CM	EACH
2	7001388	OFFICE NATIONAL SELFSTICK REMOVABLE NOTES 75X75MM	EACH
1	4105011	INITIATIVE ECO HIGHLIGHTERS ASSTD COLOURS WLT5	PACK 1
1	4000895	PICTOR VISUAL ART DIARY A4 PP 120 PAGE 110GSM BLACK	EACH
1	7056970	MOKI TOMMY HEADPHONES BLACK	EACH
1	7099637	STAEDTLER 653 MINI WHITEBOARD ERASER	EACH
1	7053573	QUARTET LAP BOARD DOUBLE SIDED 230 X 305MM	EACH
1	4010001	PACKAGING: BTS BAG	EACH

Pack Price: **\$77.55**

**PRE-PAYMENT IS REQUIRED (CREDIT / DEBIT CARD VISA & MASTERCARD ONLY. ZIP PAY ALSO AVAILABLE)**



JB Hi-Fi Education.  
More for Education.

 Education

# The Big BYOD Toolkit for Parents



BYOD parent's toolkit 2022/23

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# Bringing your own device to school can be as easy as pi(e)

**We've taken the guesswork out of school Bring Your Own Device (BYOD) programs, so you can be confident that your kids are equipped with the right technology to help them be their best and reach for the stars.**

As a parent, you want your children to have the latest and greatest technology available for learning. However, affordability and finding the devices that meet a school's specific device specifications and curriculum requirements can cause headaches.

That's where our professionally structured and managed Bring Your Own Device program (BYOD) for schools and parents can make a world of difference.

## **For our next critical thinkers, solution seekers, goal setters and go getters**

JB Hi-Fi Education's BYOD is the no-nonsense way to motivate students with education-specific technology that's compatible with the school and designed for the rigours of student life.

Busy parents should feel reassured that the technologies they're purchasing work seamlessly and securely in the classroom, on the go and at home. Your children engage in learning through the latest technology while being armed with the skills for tomorrow's workforce.

## **Better learning is just a click away at JB Hi-Fi Education**

- Specialised products approved by your school with school-specific software.
- Commercial pricing for the education sector.
- Wide selection of high-quality accessories.
- Extended warranty and accidental damage protection insurance option.
- Simple online ordering 24/7 with no credit card surcharge.
- Fast, contactless delivery options, including pick-up at the retail store of your choice nationwide or delivery to your home or workplace.
- Support from experts six days a week, Monday to Friday: 9am – 6pm, Saturday: 10am – 12pm (AEST).



# How to order your child's device

**We've made browsing and ordering technology a breeze.**

## Here's how it works:

1. Go to [www.jbeducation.com.au/byod/](http://www.jbeducation.com.au/byod/).
2. Enter the BYOD code as supplied by your school.
3. Once logged in, select a student program.
4. Choose your preferred delivery method.
5. Follow the prompts to select your products, accessories and nominate for insurance. Enter your details to proceed.
6. Choose a payment method and complete your order. **No surcharges on credit card purchases.**

If you have any questions, we're here six days a week:

Web: [www.jbeducation.com.au/byod/](http://www.jbeducation.com.au/byod/)

Call: 1300 730 548

Email: [byodsupport@jbhifi.com.au](mailto:byodsupport@jbhifi.com.au)

## Visit our Parent Hub for everything BYOD

Want to know more? The JB Hi-Fi Education Parent Hub has all the tips and tricks you'll need to effectively navigate our BYOD portal.

We provide advice, guidance and support to ensure you select and purchase the most appropriate technologies for optimal learning.

Take me straight to the [Parent Hub](#).



## —● Getting your devices delivered pronto

**We offer fast, contactless delivery options for BYOD customers, including home delivery, school delivery or pick-up from a participating JB Hi-Fi retail store of your choice.**

### **Home delivery**

Contactless delivery can be made direct to your door, unless your school requires your order to be delivered to the school first.

### **Store pickup**

You're welcome to collect your BYOD order from any participating JB Hi-Fi retail store in Australia. When ordering, you'll see that we list the five stores closest to your school to make it even easier for you.

If you choose store pickup, you'll be notified by email and/or SMS as soon as your order is ready to collect. All you have to do is show your confirmation message and provide photo identification (e.g. driver's licence) to a JB Hi-Fi staff member when you arrive at the store.

### **School delivery**

Some schools may request that devices are delivered to the school and then handed out to students. This may occur when a school wants to add a logo, your child's identification, an image or software to the device, or they may need to connect it to the school Wi-Fi network and ensure everything is working as it should.

Our BYOD portal will advise if school delivery has been requested when you're ordering your equipment.



## Your protection if things go wrong

**Even the best equipment can be subject to failure or problems. That's why we're ready for anything so your downtime is never a long time.**

If you experience an issue with your device within the period covered by either the Manufacturer's Warranty, Extended Warranty or the JB Hi-Fi Minimum Voluntary Warranty Policy, JB Hi-Fi will arrange a refund, repair or replacement in accordance with the terms of the policy.

Note that all equipment sold by JB Hi-Fi Education is covered by the consumer guarantees under the Australian Consumer Law (ACL), along with a standard manufacturer's warranty and JB Hi-Fi's Minimum Voluntary Warranty Policy. Details can be found here: <https://support.jbhifi.com.au>.

### How to log a warranty repair claim

1. Visit <https://productcare.jbeducation.com.au>.
2. Submit the details of your warranty claim.
3. Once submitted, you should receive a notification email confirming receipt.
4. A member of our warranty service team will then contact you and/or your school to determine if it is a hardware fault and then arrange repair of the faulty unit.

If you would prefer to deal with the manufacturer directly regarding the repair of your equipment, please visit our Support page for further information on how you can contact them: [www.jbeducation.com.au/support/](http://www.jbeducation.com.au/support/).





## Whoops! Do you have accidental damage cover?

**We all know that accidents happen with devices whether with food/ drink spills, dropping the device or other physical impacts that effect the usability of your asset. JB Hi-Fi offers its BYOD customers Accidental Damage Protection Insurance options that provide coverage for physical damage to a device.**

These options afford you peace of mind that, should your child accidentally damage their device, you can have it repaired, with the only cost being the policy excess. This will get them back to study sooner. Some of our plans combine Extended Warranty and Accidental Damage Protection Insurance, which gives you both certainty that product faults are covered for a longer period and comfort that damage caused to the device is taken care of.

If your equipment has been accidentally broken and you have not purchased any additional accidental damage cover (device insurance), please contact us via our warranty website: <https://productcare.jbeducation.com.au/>. One of our repair team members will give you a quote for the cost of the repair (available for Apple, Lénovo, HP and Microsoft Surface).

JB Hi-Fi also offer insurance coverage for Loss, Theft or Loss and Theft (combined). If your child misplaces their device or their device is stolen, the cost of replacement can be an unexpected (and unwelcome) expense. These additional insurance options allow you to be prepared should these unfortunate events occur.

If considering an Extended Warranty or Accidental Damage Protection Insurance cover, parents should read the relevant terms and conditions and Product Disclosure Statements available via our support page [www.jbeducation.com.au/support/](http://www.jbeducation.com.au/support/).



# Frequently asked questions

## What to buy

### How do I know what to buy for my child?

Everything on the BYOD portal has been selected and approved by your school for your child's study.

### Do I need to buy software?

Your school decides what software they require. Sometimes software is included as part of the agreement with the school. Contact your school for more information.

### Do I need to buy insurance or warranties?

You can buy insurance and extended warranty if you want. Options are available on the portal. You are not required to have insurance or an extended warranty. Our extended warranty options give you an extended period of coverage in relation to product faults on your device. These plans are provided by the Manufacturer and may (depending on the device selected by your school) include additional benefits such as: Onsite Repair at your school, Next Business Day Repair and/or assessment or Advance Replacement, where you will receive a new device even before your faulty device has been returned to us for assessment. These are services generally not covered by the standard manufacturer's warranty.

Our insurance options support devices with accidental damage protection coverage (and/or cover for theft or loss), which you can add-on to give you peace of mind that your child's device is protected against life's little mishaps.

The extended warranty products we sell provide protection against product faults and offer additional support that may not be covered by the standard manufacturer's warranty. In addition to the standard manufacturer's warranty, you may also have rights in relation to product faults under JB Hi-Fi's minimum voluntary warranty (see [https://cdn.shopify.com/s/files/1/0024/9803/5810/files/YourRights\\_July2014\\_HR\\_02\\_v3\\_cfdc3a23-7517-44c4-878f-329b3434faaa.pdf?294726](https://cdn.shopify.com/s/files/1/0024/9803/5810/files/YourRights_July2014_HR_02_v3_cfdc3a23-7517-44c4-878f-329b3434faaa.pdf?294726) for further details) and/or the Australian Consumer Law (see <https://www.accc.gov.au/consumers/consumer-rights-guarantees/repair-replace-refund> for further details). You should familiarise yourself with these rights when considering extended warranty products.

### What if I want my child to have a device case or other accessory?

You can choose the accessories you want for your child. You can purchase from those available on the portal or you can buy them elsewhere.

### Can I choose a different colour for my child's device?

Unfortunately, no. In order to provide our special BYOD education pricing, we have to limit the product options available.

### If I have more than one child at the school, do I need to place a separate order for each child?

Yes, you will need to complete an order for one child first. You will then receive an 'Order Confirmation' notification on the screen and be given an option to 'Place Another Order'. Some of your personal details will be retained so you will not have to re-enter them.

## How to pay

### What payment options do you accept?

There are several payment options we accept for your BYOD purchase. Credit Card, BPAY, our 12 Month Interest Free Finance option via Humm90, and buy now, pay later options. You can select to pay 'upfront' by credit card (Visa, Mastercard or American Express). Unless otherwise stated, full payment will be taken from your card when you select this option during checkout.

For BPAY payments, you can pay for your student's device direct from your bank account. We will provide you with our biller code and a reference number to use if you select BPAY as your preferred payment option. We do not accept BPAY payments via credit card.

We also offer an interest free option via Humm90. To apply for interest free, you will be able to complete an application through the BYOD Online Portal when you select Humm90 during checkout. Humm90 is a financial product provided by Flexi Group.

For buy now, pay later options, we've partnered with Afterpay and Zip to offer you choice and flexibility.

### How do I know my credit card details are safe?

JB Hi-Fi Education uses an industry standard platform to transact all credit card payments. It is a highly secure system and all details submitted are encrypted. They do not retain any credit card numbers and your information is safe.

### Can I pay for my order with JB Hi-Fi Gift Cards?

No, you cannot use JB Hi-Fi Gift Cards as a payment method for your BYOD order.

# Frequently asked questions

## My order

### How can I see/track my order?

To check the status of your order, simply click on 'My Account' on the top right-hand side of the home page. Once signed in, the order history and status of your order will appear.

### Can I cancel my order?

If you need to cancel your order, please contact our BYOD Customer Service Team.

You can submit a request in writing via [byodsupport@jbhifi.com.au](mailto:byodsupport@jbhifi.com.au). Our team will respond as soon as possible. Or you can call our team directly on **1300 730 548** (Option 1), during business hours (AEST).

### Can I change my order?

You cannot change your order once it is placed or add accessories, extended warranty or insurance. If you forgot to add an accessory to your order, you cannot add one once the order is made.

If you would like to add or change the warranty or insurance, you can request to cancel your existing order and create a new one. Please note, if your order has been shipped or is due to be shipped in the next few days, it may be too late to cancel.

For more information, contact the BYOD Customer Service Team on **1300 730 548**, selecting option 1, or send an email to [byodsupport@jbhifi.com.au](mailto:byodsupport@jbhifi.com.au)

## Delivery or pick up

### How will I receive my order?

If it is a school collection, your school will advise you of the collection date. If it is a store collection, you will be notified once your order is ready for pick-up.

### When will I be able to pick up my order?

We provide an Estimated Timeframe of availability for each product. You can find this information just below the listed price of the device in your school's portal.

## Support

### Who do I contact for support when ordering?

Contact your school or the BYOD Customer Service Team for assistance on **1300 730 548**.

### My child's device has been damaged/lost/stolen, what do I do?

If your child's device has been damaged/lost/stolen and you purchased Accidental Damage, Loss or Theft insurance with your order, you can make a claim by contacting the BYOD Customer Service Team on **1300 730 548**, selecting option 1, or send an email to [byodsupport@jbhifi.com.au](mailto:byodsupport@jbhifi.com.au). If you know who your coverage is through, you can contact the provider directly - please visit our support page [www.jbeducation.com.au/support](http://www.jbeducation.com.au/support) for details.

### My child's device is having technical problems, what do I do?

Take the device to the school's IT department. The staff will assess the device and, if necessary, they can help you lodge a warranty claim.

If this is not possible, contact the manufacturer directly for assistance. Go to the JB Hi-Fi Education Support page ([www.jbeducation.com.au/support/](http://www.jbeducation.com.au/support/)) for contact information for each supplier, as well as policy information for your coverage.

If you prefer, contact the BYOD Customer Service Team directly for assistance on **1300 730 548**, or via our Contact Us form selecting the Warranty/Repair/ Returns Enquiry option.

# Don't worry, we're here to help you

**Whatever BYOD questions you may have – or help you may need – our JB Hi-Fi Education Customer Service Team is available to assist you six days a week:**

Monday to Friday, 9am to 6pm AEST  
Saturday, 10am to 12pm AEST

Web: <https://www.jbeducation.com.au/byod/>

Call: 1300 730 548

Email: [byodsupport@jbhifi.com.au](mailto:byodsupport@jbhifi.com.au)

We keep a record of each contact so, if you need to contact us again, we'll have your details at hand. Please have your BYOD order number ready if you've already created an order (it will look something like this: BYOD12985).

