



# Altona Meadows Primary School

No. 5172

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## Prep 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 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 Prep 2023

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Prep classroom consumables, materials & equipment <ul style="list-style-type: none"><li>Prep Book Pack</li></ul>	\$77.50
Prep Curriculum Contribution <ul style="list-style-type: none"><li>Items to support the curriculum delivery eg: counters, reading books</li></ul>	\$50
Prep classroom consumables <ul style="list-style-type: none"><li>General classroom supplies eg: paper, art &amp; craft supplies</li></ul>	20 / \$40 / \$60
Prep ICT devices – contribution towards the upkeep of student iPads	\$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
Online Subscription <ul style="list-style-type: none"><li>Reading Eggs</li></ul>	\$27.50
Other Contributions - for non-curriculum items and activities	Amount
Tax deductible contributions	
<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.

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

### 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 PREP 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 PREP 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
5	4034454	OSMER GLUE STICK 36G CLEAR	EACH
6	4000185	PICTOR MEGA SPACEBUDDIES SCRAPBOOK 100GSM 64 PAGE 330 X 240MM	EACH
4	7024285	BLUE JUMBO JUNIOR GRIP TRIANGULAR PENCIL 2B	EACH
1	7023892	SCISSORS DELUXE RED HANDLE 135MM	EACH
5	7051933	ARTLINE SUPREME WHITEBOARD MARKER BULLET 1.5MM BLACK	EACH
1	7099637	STAEDTLER 653 MINI WHITEBOARD ERASER	EACH
2	4400510	FUNCOLOUR ZOOM TWIST CRAYONS WALLET 12	PACK
2	4028630	DOCUMENT WALLET A4 BUTTON CLEAR	EACH
1	4010111	KLUWELL HOME READING JUNIOR LEVEL YELLOW LEVEL	EACH
1	7056970	MOKI TOMMY HEADPHONES BLACK	EACH
1	4010155	9781741250879 TARGETING HANDWRITING BOOK PREP	EACH
4	4000147	PICTOR PREMIUM PROJECT BOOK PLAIN/ 24MM 335x245 DOTTED THIRDS 64PG ASTRO	EACH
2	7007785	BIC KIDS EVOLUTION TRIANGULAR COLOURING PENCILS PACK 12	PACK 1
1	7005894	ERASER LARGE WITH PLASTIC SLEEVE	EACH
1	4010001	PACKAGING: BTS BAG	EACH

Pack Price: **\$77.50**

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

Paperchase Office National - Ph: 03 9034 3930 - [booklist@paperchase.com.au](mailto:booklist@paperchase.com.au) - <http://booklist.paperchase.com.au>