



# Park Orchards Primary School

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15 November 2023

Dear Parents,

The Park Orchards Primary School Council has approved the school's **Year 5 and Year 6 Parent Payments** for 2024.

Park Orchards Primary School provides high quality education and is recognised by the Education Department as a **high performing primary school**. We are looking forward to a wonderful year of teaching and learning excellence in 2024. Park Orchards Primary School is committed to continuous improvement and providing the highest resourced programs and learning environment possible for your children. Underlying the success and quality of our academic and enrichment programs is the **high level of financial support from parents**.

We are advising you of **Park Orchards Primary School's voluntary financial contributions for 2024**. Schools provide students with free instruction to fulfil the standard Victorian curriculum, and we want to assure you that all contributions are voluntary. Nevertheless, our families' strong and **ongoing financial support** ensures that our school can continue to offer the **high-quality and well-resourced learning environment** that our students are used to, and we are known for.

#### **In 2023 we:**

- installed an undercover walkway to the Arts Centre
- installed and upgraded our football goal posts and padding
- installed seating under the new shade sail area
- engaged a landscape architect to design an indigenous sensory garden behind the library
- increased our digital tech resources and upgraded our numeracy and literacy resources.

#### **In 2024 we plan to:**

- install an undercover walkway along the Art Centre to the Art room
- upgrade and refurbish the library with new carpet, furniture and paint
- paint an indigenous mural at the end of Block B
- continue to upgrade our literacy, numeracy, and digital resources as per our yearly plan
- continue the ongoing maintenance of aging buildings (60 years) and extensive grounds (1 hectare).

**Parent Payments** comprise the following categories:

- **Curriculum Contributions**- shared equipment including computers, iPads, instruments, books, equipment, online subscriptions, printing, etc
- **Other contributions**- sport, grounds maintenance, building fund etc
- **Extracurricular Items and Activities**- camps, swimming, excursions, etc

The Future ... Starts Here

**Educational items for students to own – include items which students own and use individually**

Parents can purchase:

- **Essential Book Pack** (specific rulings and quality) and writing pens or pencils.
- **Pencil Case Pack** if they would like their child/children to start the year with a brand-new pencil case and items.
- Parents order and pay through the [Maxim Parent Portal](#)

**Step 1 – Login to the [Maxim Parent Portal](#) by 18 December** to purchase student individual use stationery.

**2024 Stationery collection from the Pettet Centre on:** Thursday 25 January - 10am to 12pm  
And Monday 29 January - 1pm to 3pm

**Step 2 – Login to [Compass](#) from 16 November 2023** to make financial contribution to the school for shared resources and programs.

We want to **thank you for your support** through **committee work, fundraising and support** of school activities which, coupled with your **financial support**, makes a huge difference to the programs, resources and learning environments we **can offer and continue to offer in the future**.

For further information on the Department's Parent Payment Policy is available here [Parent Payments Policy](#), an attached one-page overview is also part of this communication.

Yours sincerely,

Bronwyn Garrity  
**Principal**

Kynan Yep  
**School Council President**

Mike Tanner  
**School Council Treasurer**

**STEP 2: Parent Financial Contribution to shared school resources – Compass – From 16/11/2023**

<b>Year 5 &amp; Year 6</b>	<b>Amount</b>
<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	
<i>Classroom shared consumables, materials &amp; equipment</i> <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glue, clay glitter, coloured paper etc</li> <li>• Science – straws, paper plates, chemicals, masking tape, science kits</li> <li>• Literacy -book boxes, class sets, take home books, classroom libraries</li> <li>• Numeracy –blocks, calculators, maths’ kits</li> <li>• Geography and History – cardboard, paper, glue, atlases etc</li> <li>• Music- upgrading of microphones and audio equipment</li> <li>• Physical Education- upgrading of equipment</li> <li>• General classroom materials-posters, craft items, shared sets</li> </ul>	\$145
<i>Online Subscriptions and workbooks (school and home use)</i> <ul style="list-style-type: none"> <li>• <i>Mathletics (\$16.03)</i></li> <li>• <i>Reading Eggs/Express (\$18.12)</i></li> <li>• <i>Soundwaves (\$11.82)</i></li> <li>• <i>Essential Assessments program (\$15.50)</i></li> <li>• <i>The Resilience Project Workbook (\$20)</i></li> <li>• <i>Grok online (free 2024)</i></li> </ul>	\$81
<i>ICT Devices – provision of constantly upgraded devices from the shared classroom laptop and iPad sets, classroom mobile touch panels</i>	\$50
<i>Printing and photocopying of worksheets and learning materials</i>	\$10
<i>Student Diary (\$10.35)</i>	\$10
<b>Curriculum Contributions Total</b>	<b>\$296</b>

<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
<i>Local Sports Affiliation, transport, equipment for T1&amp;2 Interschool Sport</i>	\$65
<i>Athletics Carnival – hire of equipment, transport, and affiliation</i>	\$15
<i>Vegetable garden and upkeep and care of POPS Girls (Chooks)</i>	\$5
<i>School grounds maintenance – regular mowing, blowing, and trimming</i>	\$20
<b>Other Contributions Total</b>	<b>\$105</b>

<b>Tax Deductible Contributions</b>	<b>Suggested</b>
<b>Building Fund</b> – A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$40
<b>Library Fund</b> – A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$60
<b>Tax Deductible Contributions Total</b>	<b>\$100</b>

**Please note for tax deductible contributions, a receipt will be issued in both parents’ names. If you would prefer to change that please contact the office to speak with Mrs Walsh.**

## Extra-Curricular Items and Activities

Park Orchards 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 to deliver the Curriculum. These are provided on a user-pays basis and costs are communicated to parents prior to the activity.

Extra-Curricular Items and Activities		Amount
<i>Optional Year 5 &amp; 6 school camp – Canberra August 2024 - Approx \$750 - (5 day interstate camp)</i>	<b>Deposit \$50</b>	\$50
<i>Optional Year 5 &amp; 6 swimming program – Aquanation, Ringwood</i>	Approx \$110	\$TBA
<i>Optional Year 5 &amp; 6 swimming surf day – Lysterfield Lake</i>	Approx \$50	
<i>Optional Year 5 &amp; 6 excursions and incursions</i>	Approx \$30 per term	\$TBA
<i>Year 6 Graduation – December</i>	Approx \$0 per student	\$TBA
<i>Year 6 Big Day Out – December</i>	Approx \$40	\$TBA
<b>Extra-curricular Items and Activities Total</b>		<b>\$TBA</b>

## Total

Category	Amount
Curriculum Contributions	\$ 296
Other Contributions	\$ 105
Tax Deductible Contributions	\$ 100
<b>Total</b>	<b>\$ 501</b>
Extra-Curricular Items and Activities	\$ TBA

**Financial Support for Families-** Park Orchards Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- Camps, Sports and Excursions Fund
- Access to a local philanthropic organisation – Pettet Foundation
- Access to State Schools’ Relief support for clothing/uniforms

Any parents experiencing hardship who would like a confidential discussion about accessing these services, or who would like to discuss alternative payment arrangements can contact the Business Manager: Mrs Walsh (03 9876 1249), email: [Tracy.Walsh@education.vic.gov.au](mailto:Tracy.Walsh@education.vic.gov.au) or the School Principal: Ms Garrity, email: [Bronwyn.Garrity@education.vic.gov.au](mailto:Bronwyn.Garrity@education.vic.gov.au)

**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. Please refer to the Department’s Parent Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.

**Payment methods** - Payment is recommended to be made via [Compass](#). Payment plans for Extra-Curricular Items and Activities of recurring contributions can be set up with the Business Manager, Mrs Walsh, 9876 1249 or [Tracy.Walsh@education.vic.gov.au](mailto:Tracy.Walsh@education.vic.gov.au) **Individual use** items are paid via the [Maxim Parent Portal](#).

# 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.

## HOW TO ONLINE ORDER WITH MAXIM OFFICE GROUP PTY LTD

### Park Orchards Primary School

Dear Parents,

Many thanks for supporting Park Orchards PS with the online portal. We have partnered with Maxim Office Group Pty Ltd to ensure a seamless school start for 2024. Packs will be delivered to the school for collection.

If you have any questions, please call Maxim on 1800 25 35 35.

Please note:

**Orders must be placed by the 18<sup>th</sup> of December 2023 to ensure delivery is on time, ready for collection from the school in 2024.**

*Parents/ Guardians are expected to order the Year Level Essential Pack (specific rulings and quality) and writing pens or pencils that teachers expect students to use in the classroom. For Foundation the Essential Pack will include all stationery items including pencil case items as they are beginning school.*

*Parents/Guardians of Year 1 to Year 6 students, can also purchase the "Pencil Case Pack" if they would like their child/children to start the year with a brand-new pencil case and items.*

*If the "Pencil Case Pack" is not purchased, parents/ guardians must ensure their child/children have all the pencil case items and quantities listed on the first day of school.*

#### **To order your Backpack:**

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is **ORCHARDS**  
*\*Please note this is capital sensitive. Please enter code as displayed in screen.*
3. Select the year level required for order
4. Please ensure that the students' name, your name and contact details are given and correct
5. Select 'Place order'
6. If purchasing more than one booklist, please select 'Add another booklist' and follow the same procedure from step 3
7. Select 'Proceed to payment options'
8. Your total payment amount required will display on screen
9. Select 'Pay Now'
10. Please choose your check-out option – Credit/ Direct Debit available. Ensure payment details are correctly entered
11. You will receive a payment receipt and an order confirmation to the email address you provided
12. Your child's pack/s will be delivered to the school for collection

Thank you. Maxim Office Group Pty Ltd.