



# Park Orchards Primary School

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11 November 2024

Dear Parents,

The Park Orchards Primary School Council has approved the school's **Foundation to Year 1** Parent Payments for 2025.

Park Orchards Primary School is recognised for **providing high-quality education**, celebrated by the Education Department as a high performing school. As we enter 2025, we are excited to uphold our commitment to teaching and learning excellence, fostering an environment where every child can thrive. Our dedication to continuous improvement means your child will **benefit from well-resourced programs, enriching experiences, and a supportive learning community.**

However, achieving and sustaining this level of excellence **requires strong partnerships**, particularly the financial support of our parent community. **Your contributions are crucial in enabling** us to provide **exceptional resources and programs that set our school apart.** Together, we can continue to build a school environment where every child excels, and every family feels a sense of pride in what we achieve.

We are advising you of **Park Orchards Primary School's voluntary financial contributions** for 2025. Schools provide students with free instruction to fulfil the standard curriculum requirements, and we want to assure you that all contributions are voluntary. However, the **continued, generous support from our families** plays a crucial role in maintaining the high-quality, well-resourced learning environment our students enjoy and that our school is known for.

#### **In 2024 parent contributions has allowed us to:**

- Install the undercover walkway along the side of the Arts Centre
- upgrade the tables and chairs in the year 1/2 classrooms
- paint, install new carpet and refurbish the GEM Centre (Library)
- install Part A of the Kangaroo Garden (Indigenous Sensory Garden)
- upgraded our numeracy and literacy resources.

#### **In 2025 we plan to use parent contributions to:**

- **repaint** the junior classrooms, Pettet Centre and Block A corridor
- **upgrade** the tables and chairs in the year 3/4 classrooms
- **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 **Wednesday 18 December** to purchase student individual use stationery. 2025 Stationery collection will be from the GEM Centre (Library) on:  
**Friday 24 January - 10am to 12pm and Tuesday 28 January - 1pm to 3pm**

**Step 2** – Login to [Compass](#) from **Monday 11 November 2024** to make financial contributions to the school for shared resources and programs.

**We are truly grateful for your support**, whether through committee work, fundraising, or participation in school activities. Combined with **your financial contributions**, your involvement **makes a profound difference** in the programs, resources, and learning environments we can provide now and into the future. Thank you for helping us create the best possible experience for our students.

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 11/11/2024**

<b>Foundation to Year 1</b>	
<b>Curriculum Contributions</b>	<b>Amount</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>• Athletics (\$16.03)</li> <li>• Reading Eggs/Express (\$18.12)</li> <li>• Essential Assessments program (\$15.50)</li> <li>• Reading Journal (\$6.25)</li> </ul>	\$56
<i>Digital Technology – 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
<b>Curriculum Contributions Total</b>	<b>\$261</b>

<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<i>School buildings &amp; grounds – regular repairs &amp; maintenance</i>	\$25
<b>Other Contributions Total</b>	<b>\$25</b>

<b>Tax Deductible Contributions</b>	<b>Suggested per family</b>
<b>Building Fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$50
<b>Library Fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$50
<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 school camp onsite activities</i>	Approx. \$5	\$ TBC
<i>Optional swimming program – Healthways, Ringwood</i>	Approx. \$100	\$ TBC
<i>Optional excursions and incursions</i>	Approx. \$30 per term	\$ TBC
Whole School Events – Chinese Incursion	Approx. \$20	\$ TBC
<b>Extra-Curricular Items and Activities Total</b>		<b>\$ TBC</b>

### Total

Category	Amount
Curriculum Contributions	\$ 261
Other Contributions	\$ 25
Tax Deductible Contributions	\$ 100
<b>Total</b>	<b>\$ 386</b>
Extra-Curricular Items and Activities	\$ TBC

**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 for Backpack purchasing. We have partnered with Maxim Office Group Pty Ltd to ensure a seamless school start for 2025. Packs will be delivered to the school for collection.

Please note:

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

**Any orders after this date will incur a late order processing fee of \$15 and will be delivered in February.**

For collection date information, please contact the school office on **03 9876 1249**.

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 ***This is the year your child is going into for 2025.***
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