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October 2024

Dear Parent/Guardian,

Please find attached a copy of the Voluntary Financial Contributions for 2025.

Schools provide students with free instruction to fulfil the standard Victorian curriculum. All contributions are voluntary. The ongoing support of our families ensures that our school can offer the best possible education and support for our students. We appreciate your ongoing support.

ITEM	Annual Amount per STUDENT
<p><b>CURRICULUM CONTRIBUTIONS – Items and activities that students use, or participate in, to access the Curriculum</b></p> <ul style="list-style-type: none"> <li>Classroom consumables, materials &amp; equipment</li> <li>Printing and photocopying of worksheets and learning materials</li> <li>Language Experience Activities</li> <li>Art Supplies – paint, crayons, canvas, glitter, coloured paper, cardboard</li> <li>ICT equipment</li> </ul> <p><u>ONLINE SUBSCRIPTIONS</u></p> <ul style="list-style-type: none"> <li>English &amp; Maths - PAT – assessments</li> <li>Compass – Online Parent Portal</li> </ul>	<b>\$115.00</b>
<p><b>OTHER CONTRIBUTIONS – for non-curriculum items and activities</b></p> <ul style="list-style-type: none"> <li>Student learning programs</li> <li>Student wellbeing programs</li> <li>Sick Bay Supplies – First Aid materials</li> </ul>	<b>\$25.00</b>
<p><b>TAX DEDUCTIBLE DONATIONS</b></p> <p><b>Building fund</b></p> <ul style="list-style-type: none"> <li>Tax-deductible contribution to support renovations, upgrades, &amp; maintenance of school infrastructure</li> </ul> <p><b>Library fund</b></p> <ul style="list-style-type: none"> <li>Tax-deductible contribution to support book and equipment purchases</li> </ul>	<b>\$20.00</b>  <b>\$20.00</b>
<b>TOTAL CONTRIBUTION PER STUDENT</b>	<b>\$180.00</b>

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

Yours sincerely,

**Connie vanderVoort**

Principal

**Kate Bamford**

School Council President

### **Extra-Curricular Items and Activities – provided on a user-pays basis**

Narre Warren North Primary School offers a range of optional 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. The cost of extra-curricular items and activities will be advised throughout the year.

### **Financial Support for Families**

Narre Warren North Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund
- State Schools Relief (SSR)

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Lauren Carey (Business Manager) on 03 9796 8261

### **Payment methods**

Payments for Curriculum Contributions, Other Contributions, and Tax Deductable Contributions are via Compass.

In Compass under the "Payment Centre", select Action Centre and then scroll down to the Contributions section. You will then be able to select the contributions and donations you would like to make, add the items to your cart and then proceed to the checkout to finalise payment.



### **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 Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.

### **Educational items for students to own - Booklist**

**Attached to this letter is a list of items and instructions that the school recommends you purchase directly from PaperChase Office National for your child to individually own and use.**



# NARRE WARREN NORTH PRIMARY SCHOOL BOOKLIST YEAR 3 2025



## ONLINE ORDERING INSTRUCTIONS

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

**DUE DATE: 8 DECEMBER 2024**

### 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 place 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 8 December	-
8 December – 1 <sup>st</sup> February	\$8.50 per pack

**Online Booklist ordering will close on 1 FEBRUARY 2025.**

### Online Booklist Ordering Procedure

1. Go to <https://booklist.paperchase.com.au>
2. Enter this School Access Code: **BTSNWNPS**  
**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. Some items are sold as a pack only and/or are compulsory - you will not be able to remove these items. Other optional items will need to be selected or can be customised using quantity etc.
6. Click 'Add Order to Cart'
7. 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.



# NARRE WARREN NORTH PRIMARY SCHOOL BOOKLIST

YEAR 3 2025



**DUE DATE - PLEASE SUBMIT ORDER ONLINE BY: 8-Dec-2024**

## ONLINE BOOKLIST ORDERING INSTRUCTIONS\*

Ordering is fast, secure and convenient. Simply:

1. Go to <http://booklist.paperchase.com.au>
2. Enter this School Access code: **BTSNWNPS**
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.

## YEAR 3 2025 STATIONERY PACK - Sold as a Pack only - quantities cannot be altered

Code	Qty	Item Description
4001519	1	PICTOR NEOPRENE DOUBLE ZIPPER PENCIL CASE WITH MESH POCKET 350 X 260 MM ASSORTED
7005772	3	BOSTIK GLUE STICK 35 grm
4001656	2	PICTOR PREMIUM SOFT GRIP SCISSORS 165MM
4677491	3	STAEDTLER PENCIL CORRECTION RED
6008094	1	DOMS C3 TRIANGULAR COLOURED PENCIL ASSORTED PACK 12
7071236	2	DOCUMENT WALLET PP W/BUTTON CLEAR
7049367	1	RULER WOODEN 300MM
4000154	2	PICTOR PREMIUM GRAPH BOOK 10MM 70GSM 48 PAGE A4 SUN
7007061	12	STAEDTLER PENCIL TRADITION HB
4410064	2	DOMS XL DUST FREE ERASERS WHITE LARGE
4010158	1	TARGETING HANDWRITING VIC YEAR 3 STUDENT BOOK
7071685	1	INITV HIGHLIGHTER CHISEL ASSORTED
7004446	1	CANON CALCULATOR LC210L
4001373	2	PICTOR 2 HOLE METAL SHARPENER
4000949	1	PICTOR COLOURED MEGA MARKERS PACK 12
4010197	1	OFFICE PADS A5 PLAIN BLANK BOND JOTTERS 100LF
4000093	10	PICTOR PREMIUM EXERCISE BOOK DOTTED THIRDS 14MM 70GSM 96 PAGE A4 GALAXY
7000249	1	STUDENT DIARY SPIRO A5 WEEK TO OPEN
4679125	1	DOMS OIL PASTELS HEXAGONAL PACK 12
7071693	4	INITV MARKER WHITEBOARD BULLET BLACK
4260905	2	PREMIUM COPY PAPER A4 80GSM WHITE <i>Supplied in Bulk</i>
4231054	2	CAPRICE FACIAL TISSUE ULTRASOFT 2 PLY 100 SHEET <i>Supplied in Bulk</i>
4010002	1	PACKAGING: BTS BOX
		<b>DISCOUNTED PACK PRICE \$100.80</b>

## OPTIONAL ITEMS - Additional items that may be ordered, or retained from previous year.

7101703	1	MOKI DROPS HEADPHONES BLACK	\$10.34
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ORDER DATE	Processing & Handling Charges
Up to 8rd December	-
8 <sup>rd</sup> December-1 <sup>st</sup> February	+\$8.50 per pack

**Online Booklist ordering will close on 1 FEBRUARY 2025.**

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

# 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.