



## PARENT PAYMENT ARRANGEMENTS 2024

30<sup>th</sup> October 2023

Dear parent/guardian,

Kalinda Primary School is looking forward to another great year of teaching and learning and would like to advise you of Kalinda'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, 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.

Within our school this support has allowed us to provide a broad and engaging curriculum, that is highly differentiated to ensure learning is at the point of need for every student. It allows us to provide essential learning resources to students, renew and enhance the provision of digital technology throughout the school, improve assessment practices, and to organise and coordinate rich and extensive programs outside of the traditional teaching and learning classroom structure. Our Specialist programs of Art, Music, Japanese, PE and STEM are exemplary, and your financial contributions assist us with the purchasing of varied art resources, musical instruments, sporting equipment and much more. Our fantastic playgrounds, sports oval and outside facilities have all been supported through our combined efforts.

Your financial contributions also assist us with ensuring we provide the highest quality literacy and numeracy learning experiences for our students, with resources available to ensure we maximise learning outcomes for all students.

Other programs which we are able to offer because of your contributions include choir, productions, community nights, sports events, different club activities and wellbeing programs such as Play is the Way, robotics and gardening.

All of these programs play an essential role in maximising academic and well-being outcomes for every student and ensure their experiences at Kalinda are engaging, meaningful and effective.

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

Yours sincerely,

Shaun McClare

PRINCIPAL

Tom Keegan

SCHOOL COUNCIL PRESIDENT

# 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.

## YEAR 1

| <b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum   | <b>Amount</b>   |
|---|-----------------|
| Year 1 classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>• Bulk Classroom Stationery – pens, exercise books, coloured paper, sticky tape, staplers, etc (\$77.30)</li> <li>• Student diary (\$10.40)</li> <li>• Humanities Subjects Materials – ie: projects, technology demonstrations (\$16)</li> <li>• Art – paint, crayons, canvas, glitter, coloured paper, clay (\$17)</li> <li>• Sports – equipment (\$5.60)</li> <li>• Music – equipment (\$4.40)</li> <li>• Japanese – paper, equipment, Lilyvale sister school program (\$6.10)</li> <li>• STEM (Science, Technology, Engineering, Mathematics) – consumable materials for experiments and construction (\$15)</li> </ul> | \$151.80        |
| Assessments (SPA, Essential Assessment)   | \$18.90         |
| Year 1 ICT Devices – provision of devices from the shared classroom sets  | \$71.70         |
| Printing and photocopying of worksheets and learning materials  | \$34.30         |
| <b>Total Curriculum Contributions</b>   | <b>\$276.70</b> |

| <b>Other Contributions</b> - for non-curriculum items and activities                              | <b>Amount</b>   |
|---|-----------------|
| Sports affiliations (School Sports Victoria, Ringwood District Primary School Sports Association) | \$6.18          |
| Parent communication tools (Compass, iNewsletter, SponsorEd)                                      | \$35.39         |
| Student wellbeing programs  | \$44.13         |
| First aid costs   | \$109.71        |
| School grounds maintenance and improvements   | \$13.39         |
| <b>Total Other Contributions</b>  | <b>\$208.80</b> |

| <b>Tax deductible contributions</b>  |    |
|--|----|
| <b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure (Suggested - \$50).   | \$ |
| <b>Library fund.</b> A tax-deductible contribution to support book purchases, renovations, upgrades, and other equipment that sustain the library as a valuable resource (Suggested - \$50). | \$ |

## YEAR 1

### Educational items for students to own

Attached is a list of items that the school recommends you purchase from Maxim Office Group for your child to individually own and use. You can order these items online directly from Maxim Office Group if you choose: <https://www.maximbooklists.com.au/> the school code is **KALINDA**. A 'How to Online Order with Maxim Office Group' is included at the end of this document.

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

Kalinda 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

Kalinda 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)
- Payment plans for Extra-Curricular Items and Activities
- [Kalinda Primary School Financial Help for Families Policy](#)

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact:

Shaun McClare, Lauren Hopkins or Melissa O'Rorke

Ph: 03 9876 3289 | Email: [kalinda.ps@education.vic.gov.au](mailto:kalinda.ps@education.vic.gov.au)

### Total

| Category                              | Totals                               |
|---------------------------------------|--------------------------------------|
| Curriculum Contributions              | \$276.70                             |
| Other Contributions                   | <i>(Non-tax deductible)</i> \$208.80 |
|                                       | <i>(Tax-deductible)</i> \$           |
| Extra-Curricular Items and Activities | \$ TBA                               |
| <b>Total</b>                          | <b>\$485.50</b>                      |

### Payment methods

Payments can be made using any of the following options: Compass, Cash, Cheque, EFTPOS, Credit Card or BPay (BPay family reference number will appear on your Family Statement). Centrepay Instalments are also available for parents/guardians who receive Centrelink benefits and can be used for any school expenses, including camps, excursions and other extra-curricular activities.

## YEAR 1

### 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. Please see the [Kalinda Primary School Refund Policy](#) for more details.

### Educational items for students to own

Parents and Guardians may chose to order these online through Maxim Office Group: <https://www.maximbooklists.com.au/> the school code is **KALINDA**. A 'How to Online Order with Maxim Office Group' is included at the end of this document.

| Stock Code | Description                                    | Qty |
|------------|--|-----|
| 2007       | Scissors - Smartout 175mm Softgrip Blue        | 2   |
| MAW750     | Micador Colourfun Markers Wallet 12            | 2   |
| MPPA4      | Pencil Case Plastic A4                         | 1   |
| 30840734   | Glue Stick Bostik 35 gram 30800454             | 4   |
| 81-50346   | Sharpener Faber Castell WAVE 2 Hole with catch | 1   |
| RWE30      | Ruler 30cm Wooden Micador Essential Each       | 1   |
| 4-360-4    | Edding 360 Whiteboard Marker Bullet Wallet 4   | 1   |
| L526B20    | Eraser Staedtler Rasoplast Large               | 1   |
| L126 12-2  | Noris Maxi Learner Red EACH                    | 2   |
| 83011      | Educ8 Coloured Pencils Assorted Pack 12        | 2   |
| L1301      | Facial Tissues 2 Ply 100s                      | 2   |
| 4-345-4    | Edding 345 Highlighter Wallet 4                | 1   |

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

### Kalinda Primary School

Dear Parents,

Many thanks for supporting Kalinda 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 Friday 12th of January 2024 to ensure delivery is on time, ready for collection from the school.**

**Any orders after this date will incur a \$15 late processing fee.**

For collection date information, please contact the school office.

To order your Bookpack:

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: **KALINDA**  
*\*Please note this is capital sensitive. Please enter the 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