



October 2021

Dear Parents/Guardian,

At Truganina South Primary School, the child is at the centre of all we do. We collaborate to support student wellbeing and learning, preparing our students for happy and successful futures. We are committed to providing the very best education for all our students. We are looking forward to a great year of teaching and learning and would like to advise you of our school's voluntary financial contributions for 2022.

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 financial support of our families ensures that our school can offer the best possible education and support for all our students. We want to thank you for all your support in the past. This has made a huge difference to our school and the programs we can offer.

Previously, our families have supported us by paying these contributions which has allowed us to deliver holistic, robust and enriching educational programs.

Within our school this support has allowed us to provide extra specialist programs such as The Arts (Visual and Performing), Physical Education, Science, Stephanie Alexander Kitchen Garden and Mandarin. Students have also had access to digital learning platforms such as Reading Eggs and Mathletics, Seesaw and Google Classroom. Our students' wellbeing has been strongly supported by programs such as The Resilience Project, School Wide Positive Behaviours and Respectful Relationships. Our students have had access to a wide range of materials and experiences that has allowed them to create and innovate. This underpins our philosophy of nurturing happy, healthy and resilient children.

In order to sustain these programs we hope that your financial support continues.

Please note that for 2022, Parent Payments are split into two parts:

- A. Curriculum Contributions \$180 – Paid directly to the school via COMPASS
- B. Educational Items for your child to own \$70 – Paid directly to Paperchase Office National

Please refer to the following documents for a comprehensive break down of these payments.

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

Additional Items:

1:1 iPad Program – Bring Your Own Device

Truganina South Primary School is promoted as a 21st Century School providing all students with the opportunity to engage with technologies that enhance their learning. To enhance your child/children's learning, this device should be brought to school, fully charged every day.

As part of this program, all families are strongly encouraged to equip their child with an iPad. These can be either an iPad Mini or full-sized iPad.

The **minimum requirements** are an "iOS 12 compatible" or "iPad 5th Generation" onwards, however, if you are purchasing a new device, we recommend 2021 iPad models such as iPad Pro, iPad Air, iPad or iPad Mini. For storage purposes – minimum storage of 32GB is recommended so that your child can store photos and videos as well as their schoolwork. Our school has created a list of apps that are utilised to enhance your child's learning. Please visit our school website for this information.

Please visit our school website for the following information www.truganinasouthps.vic.edu.au:

- Refunds Policy
- CSEF Policy – Camps, Sports and Excursions Funding
- BYOD Policy – Bring Your Own Device
- DET Parent Payment Policy

Yours sincerely,

Linda Danese
Principal

David Gibilisco
School Council President

Year 3 Parent Payments

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum – Paid directly to school via COMPASS (preferred payment)	Amount
<ul style="list-style-type: none"> Community Projects/Inquiry Learning Year 3 and 4 All students will participate in Inquiry Learning. This covers the cost of a range of construction items and bulk supplies (e.g., coloured paper, cardboard, pipe cleaners) used to enhance the curriculum and to enable the creation of learning artefacts such as dioramas, models, and other creative designs. 	\$ 80
<ul style="list-style-type: none"> Online Subscriptions: Mathletics, RAZ Kids, Reading A-Z , IXL English and Google Classroom. An individual log in will be supplied for each student for each application. 	\$ 30
<ul style="list-style-type: none"> Specialist Programs: Science/ Stephanie Alexander Kitchen Garden, Visual Art, Performing Arts, PE, LOTE, During specialist classes, students will print or produce projects and experiment with a range of materials while exploring these areas. Items may include specialist materials such as clay, cardboard and decorative supplies (eg glitter, feathers and stick-on adornments). Students may also create their own costumes for special performances. Students will also plant and use items in the school gardens. Students will be involved in the establishment and maintenance of kitchen gardens that will be used to prepare and cook healthy foods/meals. The program will focus on the Stephanie Alexander Foundations philosophy of pleasurable food and will be used to enhance student health and wellbeing. 	\$ 30
<ul style="list-style-type: none"> Student Wellbeing As part of our schools' commitment to nurturing happy, healthy and resilient children student will participate in the following programs: <ul style="list-style-type: none"> ➤ The Resilience Project ➤ School Wide Positive Behaviours ➤ Respectful Relationships 	\$ 30
<ul style="list-style-type: none"> Printing and copying of student work 	\$ 10
Suggested Total	\$180

Educational items for students to own – Paid directly to Paperchase

Attached is a list of items that we recommend you purchase from Paperchase for your child to individually own and use.

Our school is partnering with Paperchase as our preferred supplier of student book packs. We are confident that you will find Paperchase to be value for money, however parents are welcome to seek out comparable quotes from other suppliers if they wish. Please be mindful however that if you choose to source these items yourself, you should ensure that the items purchased are comparable to those listed on the booklist overleaf and are brought to school with your child on the first day of Term 1, 2022.

Online Ordering

To submit your child's booklist order online via Paperchase:

1. Go to: <http://booklist.paperchase.com.au>
2. Enter the school access code: **BTSTSPS** - this school code must be entered
3. Click "Create Order"
4. Enter student's first and last name, choose year level for 2022 from the drop-down list and follow the prompts to place your order
5. Check your E-mail for your order confirmation and receipt

Booklists submitted by Friday the 16th of December 2021 will receive FREE and guaranteed delivery to school before the 1st day of Term 1 2022.

Booklists submitted online after this date may incur a \$5 processing fee.

Year 3 Parent Payments

Extra-Curricular Items and Activities – Paid at the time of the event

Truganina South 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 at the time of the event

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
<i>Optional School Yearbook</i>	TBA	
<i>Optional Year 3 and 4 Camp Program</i>	TBA	
<i>Optional Year 3 and 4 excursions to be scheduled</i>	TBA	
Total Extra-curricular Items and Activities		\$

Total

Category	Suggested Total
Curriculum Contributions	\$ 180
Extra-Curricular Items and Activities	TBA

Financial Support for Families

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

FAMILY SUPPORT OPTIONS

Camps, Sports & Excursion Fund (CSEF)

The Victorian Government has again committed to providing eligible students with Camps, Sports & Excursion funds (CSEF). These funds are paid to the school to use towards excursions, incursions and camps for eligible students. To be eligible for the funding, a parent or legal guardian must be the holder of a current Healthcare card or Pension card or be a temporary foster parent on the first day of Term 1 or Term 2. Parents who are eligible for CSEF will be required to complete the and submit a CSEF application form by the due date. Applications close at the end of Term 2, 2022.

Centrepay

Centrepay is a free payment service offered by Centrelink to assist eligible Centrelink families to arrange for nominated payment amounts to be deducted at regular intervals. Should you choose this payment method, please contact our school office for further information.

It has always been the policy at Truganina South Primary School that our students should not miss out on opportunities due to financial hardship. No child is denied anything from the basic curriculum. For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Heather Johnson

Ph: 03 9296 1800 | Email: truganina.south.ps@education.vic.gov.au

Parent Payment Options - Curriculum Contributions

(a) PAYMENT ONLINE VIA COMPASS:

- *Our preferred Payment Option is via COMPASS due to the ongoing COVID-19 pandemic*
- *Online COMPASS payments can be made at your convenience at any time, no forms required*

OR

(b) PAYMENT VIA the SCHOOL OFFICE – **Onsite COVID restrictions will be applied**

- **If restrictions allow**, payments may be made at our school office up until 4pm Wednesday 15th of December 2021
- **If restrictions allow**, please be aware there may be delays due to social distancing and Department of Education COVID Safe Guidelines applicable at the time
- **If restrictions allow**, we strongly recommend payment via EFTPOS, not Cash

Our school Administration Office will also be open on the following days and times to assist parents in paying their curriculum contributions prior to the beginning of the school year.

Monday 24 th January 2022	9.30am to 3.30pm
Tuesday 25 th January 2022	9.30am to 3.30pm
Wednesday 26th January 2022	PUBLIC HOLIDAY CLOSED
Thursday 27 th January 2022	8.30am to 4.00pm
Friday 28 th January 2022	8.30am to 4.00pm



TRUGANINA SOUTH PRIMARY SCHOOL BOOKLIST YEAR 3 2022



This year Truganina South Primary School will be using an **online only** ordering system for Book Packs for 2022 with our stationery supplier Paperchase Office National.

Only Complete Packs can be ordered through the Paperchase Booklist website.

There will be **NO** collection day at the school. Book packs will be delivered free of charge to the school for distribution to the students if ordered by the due date.

Please place your order online no later than 16th December 2021 to guarantee free delivery to the school.

Orders placed after the cutoff date may incur a \$5 processing fee, and are not guaranteed to be delivered before the start of Term 1 2022.

Please note: Only Complete Packs can be ordered through the Paperchase booklist portal - items/quantities can not be adjusted and individual items can not be purchased.

Paperchase does not have a walk-in shop and all orders must be placed online.

Parents can contact the school office for assistance to place the book list order if they do not have any access to the internet at home.

Online Ordering Procedure

1. Go to <http://booklist.paperchase.com.au>
2. Enter the following school access code: **BTSTSPS**
(note school code must be entered - searching for school will not work)
3. Click 'Create Order',
4. Enter students first and last name, choose year level for 2022 from the drop-down list and follow the prompts to place your order.

Please check your E-mail for order confirmation and receipt. *If you do not receive email confirmation, please contact Paperchase directly to confirm your order was placed correctly on 9034-3930 or booklist@paperchase.com.au*

PLEASE NOTE: All packs will be delivered to the school for distribution to students and therefore must be pre-paid.

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.

If you have any queries, please contact the school office.



TRUGANINA SOUTH PRIMARY SCHOOL BOOKLIST YEAR 3 2022



PLEASE SUBMIT ORDER ONLINE BY: 16-Dec-2021

ONLINE ORDERING INSTRUCTIONS:

Ordering is fast, secure and convenient. Simply;

1. Go to <http://booklist.paperchase.com.au>
2. Enter this School Access code: **BTSTSPS**
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
1	4121587	OSMER ESSENTIALS 170MM BLACK SCHOOL SCISSORS	EACH
1	7052748	FABER-CASTELL CONNECTOR PENS ASSORTED PACK 12	PACK 1
2	4052620	STAEDTLER 526 C20 SCHOOL ERASER LARGE	EACH
3	4028630	DOCUMENT WALLET A4 BUTTON CLEAR	EACH
1	7030011	EDUCATIONAL COLOURS GYM BAG BLUE (SPECIALISTS)	EACH
1	7074010	STAEDTLER 187 NORIS COLOUR TRIANGULAR COLOURING PENCILS ASSORTED BOX 12	BOX 1
1	4053157	STAEDTLER 2 HOLE SCHOOL PENCIL SHARPENER WITH BARREL	EACH
2	4360205	TEACHABLES TRIANGULAR WHITEBOARD MARKER BLACK	EACH
1	7071218	STAEDTLER 562 RULER METRIC 300MM CLEAR	EACH
4	4000239	PICTOR PREMIUM 330 X 240MM 72 PAGE SCRAPBOOK 70GSM WHALES	EACH
1	4000192	PICTOR MINI SPACEBUDDIES SCRAPBOOK 100GSM 64 PAGE 165 x 240MM	EACH
3	4000116	PICTOR MONKEY PREMIUM WRITING BOOK 18MM 335x245 DOTTED THIRDS + MARGIN 64PG	EACH
1	4000857	PICTOR SKETCHBOOK A4 SPIRAL SIDE BND PP 20 SHEET 110GSM BLACK	EACH
2	4000161	PICTOR PREMIUM GRAPH BOOK A4 10MM 96 PAGE NEPTUNE	EACH
4	7057426	STAEDTLER 920 GLUE STICK 35G	EACH
1	7025019	COLUMBIA CADET LEAD PENCIL HEXAGON HB PACK 8	PACK 1
1	7102443	CELCO NAME PENCIL CASE 350 X 180MM BLUE	EACH
2	4000130	PICTOR PREMIUM PROJECT BOOK 330 X 240MM PLAIN/DOTTED THIRDS 18MM + MARGIN 64 PAGE ALIENS	EACH
2	7000812	BIC 4 COLOUR RETRACTABLE BALLPOINT PEN MEDIUM	EACH
1	7003567	COLLINS 2022 COLPLAN STUDENT DIARY WEEK TO VIEW PERFECT BOUND A5	EACH
1	7032711	PROTEXT MESH POUCH WITH NOTE POCKET A3 ASSORTED	EACH
1	7051659	ARTLINE SUPREME WHITEBOARD MARKER BULLET 1.5MM ASSORTED PACK 4	PACK 1
1	7071685	INITIATIVE HIGHLIGHTER CHISEL ASSORTED WALLET 4	PACK 1
2	7025999	HIGHLAND NOTES 100 SHEETS PER PAD 76 X 76MM YELLOW	EACH
1	4010001	PACKAGING: BTS BAG	EACH

Pack Price: **\$70.00**

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 - <http://booklist.paperchase.com.au>

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.