



# TRUGANINA SOUTH PRIMARY SCHOOL

20<sup>th</sup> November 2023

Dear Parents/Guardians of 2024 Foundation students,

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 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 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 and Mandarin. Students have also had access to digital learning platforms to enhance their learning at school and at home. 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 2024, Parent Payments are split into two parts:

- A. Curriculum Contributions \$175 – **Paid directly to the school via COMPASS**
- B. Educational Items for your child to own \$78 – **Paid directly to Paperchase**

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 15 compatible" or "iPad 5th Generation" onwards, however, if you are purchasing a new device, we recommend 2023 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](http://www.truganinasouthps.vic.edu.au):

- Refunds Policy
- CSEF Policy – Camps, Sports and Excursions Funding
- Digital Learning, Consent, and Privacy Policy
- DET Parent Payment Policy

Yours sincerely,

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Michael Gerber  
Acting Principal

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David Gibilisco  
School Council President

## Foundation Parent Payments

### Curriculum Contributions

Curriculum Contributions are items and **activities that students use, or participate in, to access the Curriculum – Paid** directly to school via COMPASS (preferred payment)

#### Payment Options:

- (a) **PAYMENT ONLINE** for Curriculum Contributions VIA COMPASS  
*Preferred Payment Option*  
*Payments online via COMPASS can be made at your convenience at any time, no forms are required.*

OR

- (b) **PAYMENT VIA the SCHOOL OFFICE**  
*Prepayments can be made at the office up until the Thursday 14<sup>th</sup> of December 2023.*

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:

Thursday 25 <sup>th</sup> January 2024	9:00am – 3:00pm
<b>Friday 26<sup>th</sup> January 2024</b>	<b>PUBLIC HOLIDAY CLOSED</b>
Monday 29 <sup>th</sup> January 2024	8:30am – 4:00pm

Curriculum Contributions: Foundation	Amount
<ul style="list-style-type: none"><li>Community Projects/Discovery Play Prep All students will participate in Discovery Play. 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.</li></ul>	\$ 75
<ul style="list-style-type: none"><li>Online Subscriptions: All students will receive personalised log-ins to Seesaw, a literacy app and numeracy app. These apps will enhance learning at school and can be used as part of Home Learning.</li></ul>	\$ 30
<ul style="list-style-type: none"><li>Specialist Programs: Science, Visual Arts, Performing Arts, Physical Education, Language Other Than English 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 (e.g. 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 also access sporting equipment to develop their sporting and gross motor skills.</li></ul>	\$ 40
<ul style="list-style-type: none"><li>Student Wellbeing As part of our schools' commitment to nurturing happy, healthy and resilient children, students will participate in a range of programs to support the social and emotional learning.</li></ul>	\$ 20
<ul style="list-style-type: none"><li>Printing and copying of student work</li></ul>	\$ 10
<b>Suggested Total</b>	<b>\$175</b>

## Foundation Parent Payments

### Educational items for students to own – Paid directly to Paperchase

Below 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, 2024.

#### 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", Enter student's first and last name, choose year level and follow prompts to place and pay your order.
4. Check your E-mail for your order receipt

**Booklists submitted by Wednesday 20<sup>th</sup> of December 2023 will receive FREE and GUARANTEED delivery.  
Booklists submitted online after this date will incur a \$7.95 processing fee.**

#### **FOUNDATION STATIONERY PACK** - Sold as a Pack only - items cannot be altered

Code	Product Description	Qty	Unit
7057426	STAEDTLER 920 GLUE STICK 35G	3	EACH
7057428	STAEDTLER JUMBO TRIANGULAR NATURAL GRAPHITE PENCILS 2B	4	EACH
7007785	BIC KIDS EVOLUTION TRIANGULAR COLOURING PENCILS PACK 12	2	PACK 1
4000192	PICTOR MINI SPACEBUDDIES SCRAPBOOK 100GSM 64 PAGE 165 x 240MM	2	EACH
7027633	BANTEX DISPLAY BOOK 20 FIXED POCKET A4 BLUE	1	EACH
7023892	SCHOOL SCISSORS DELUXE RED HANDLE 135MM	1	EACH
4028630	DOCUMENT WALLET A4 BUTTON CLEAR	2	EACH
7051935	ARTLINE SUPREME ANTIMICROBIAL WHITEBOARD MARKER BULLET 1.5MM BLUE	2	EACH
7051933	ARTLINE SUPREME ANTIMICROBIAL WHITEBOARD MARKER BULLET 1.5MM BLACK	2	EACH
4000147	PICTOR PREMIUM PROJECT BOOK PLAIN/ 24MM 335x245 DOTTED THIRDS 64PG ASTRO	1	EACH
7052749	FABER-CASTELL WHITEBOARD 260 X 310 X 15MM WITH BONUS MARKER	1	EACH
7052764	ELIZABETH RICHARDS ORIGINAL BOOK TUB LIGHT BLUE	1	EACH
4000543	PICTOR PREMIUM 330 X 240MM 64 PAGE MEGA PLAYBOOK 24MM PLAIN/RULED 100GSM PERSEVERANCE	1	EACH
4000185	PICTOR MEGA SPACEBUDDIES SCRAPBOOK 100GSM 64 PAGE 330 X 240MM	7	EACH
4000413	PICTOR PREMIUM 330 X 240 64 PAGE STORY BOOK 24MM PLAIN/RULED 100GSM EXPLORERS	1	EACH
4583403	PICTOR HOME READING JOURNAL JUNIOR LEVEL 1	1	EACH
7032711	PROTEXT MESH POUCH WITH NOTE POCKET A3 ASSORTED	1	EACH
7051800	NORTHFORK MAGIC ERASER WAVE CUT PACK 3	1	PACK 1
7046875	RAINBOW KRAFT DOCUMENT FOLIO 250GSM A3 KRAFT BROWN	1	EACH
7010219	STAEDTLER 221 NORIS CLUB TWIST CRAYONS ASSORTED COLOURS PACK 12	1	PACK 1
4010001	PACKAGING: BTS BAG	1	EACH

Total Excluding GST	\$70.92
GST	\$7.08
<b>Total</b>	<b>\$78.00</b>

## Foundation Parent Payments

**PRE-PAYMENT IS REQUIRED (CREDIT / DEBIT CARD VISA & MASTERCARD ONLY. ZIP PAY ALSO AVAILABLE)**

### 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. Examples of these activities could include excursions, incursions and camping programs.

### Total

Category	
Curriculum Contributions	\$ 175
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:

#### 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 CSEF application form attached. Applications close at the end of Term 2, 2024.

#### Payment plans for Extra-Curricular Items and Activities

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:

Sonia Falcone  
Business Manager  
Ph: 03 9296 1800 | Email: [truganina.south.ps@education.vic.gov.au](mailto:truganina.south.ps@education.vic.gov.au)

## Foundation Parent Payments

### ONLINE ORDERING INSTRUCTIONS

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

**DUE DATE: 20 DECEMBER 2023**

- 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 placed after the due date may NOT be processed until February due to our extremely busy schedule in January. NO EXCEPTIONS**

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.

- Orders placed after the due date will also incur an additional \$7.95 processing fee
- All packs will be delivered to the school and cannot be collected from Paperchase.
- Complete packs only can be ordered through Paperchase. **We do not have a walk-in shop and individual items cannot be purchased. All orders must be placed online.**

**Online ordering will close on 4 FEBRUARY 2024.**

#### Online Ordering Procedure

1. Go to <http://booklist.paperchase.com.au>
2. Enter this School Access Code: **BTSTSPS**  
**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 click '**Continue**'.
5. Click 'Add Order to Cart'
6. 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.

Paperchase Office National - Ph: 03 9034 3930 - [booklist@paperchase.com.au](mailto: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.