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## THOMAS MITCHELL PRIMARY SCHOOL

November 2025

Dear parent/guardian,

# PARENT PAYMENT REQUESTS FOR 2026 YEAR 2

Thomas Mitchell Primary School is looking forward to another great year of teaching and learning and would like to advise you of the school's voluntary financial contributions for 2026.

Schools provide students with free instruction to fulfil the standard curriculum requirements 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. This has made a huge difference to our school and the programs we can offer.

Within our school parent support has allowed us to offer a wide range of subjects and additional programs and resourcing such as:

- Building on, and updating our Digital Technologies, including iPads, student notebooks and robotics and ensuring a student ratio of at least 1:2
- Maintenance of Information Technology devices and employment of support personnel
- Extension program, Tutoring Learning
- Enrichment opportunities
- Science and STEM specialist programs
- Enhancing our Literacy and Numeracy programs with access to online technologies and the provision of Learning Specialists to support staff and student learning
- A well resourced Library with a qualified Librarian
- Enhancing our Arts program in the areas of Visual Arts and Performing Arts classroom specialists
- Employment of a qualified and experienced Registered Nurse
- Upgrading and maintaining split system air conditioning to all classrooms
- Employment of a Wellbeing Coordinator to support student wellbeing and engagement throughout the school
- Installation of playground soft fall to replace mulch and refresh of sand in the student sand pit
- Painting of some classrooms
- Installation of a second Soccer pitch, from fundraising monies
- Access to communication software (Compass) to facilitate consents and payments of events, notifications of health centre attendances, unexplained absences including student safety matters, conferences, etc.

In 2026, we would like your support to help us continue improvement projects such as:

- Maintenance & upgrade to our Fake Grass, Soccer Pitch areas and improvement of school gardens and grounds
- Continued employment of a Registered Nurse to manage our health centre and first aid needs
- Continued employment of a Wellbeing Coordinator – to support student wellbeing and engagement, and the implementation of social skills program
- An Environmental Program, including extension of our vegetable garden
- A new playground for our Early Learning Centre area
- Updating our basketball courts
- Renovation of male and female student toilets.

## RECEIPTING

When making payments, please ensure you obtain a receipt for your reference and any enquiries.

## REFUNDS

Parent requests for refunds are subject to the discretion of the school and are 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.

## PURCHASING YOUR CHILD'S BOOKS AND OTHER ITEMS

There are a number of ways to make electronic payments at times when it suits you.

### 1. IF YOU PURCHASE YOUR CHILD'S BOOKS AND PAY VIA OUR PREFERRED SUPPLIER:

We recently called for a number of suppliers to tender for the provision of student books and materials for our school. We have selected Office Corporate as our preferred supplier on the basis of their reputation, costs, provision of particular brands and the quality of the materials they supply.

For convenience and certainty of acquiring the correct book materials, we recommend you purchase through our preferred supplier, Office Corporate.

All student materials, online subscriptions and optional other contributions can be paid for via their online website [www.booklistorders.com.au](http://www.booklistorders.com.au)

### IMPORTANT DATES FOR ORDERING AND DELIVERY ARRANGEMENTS, INCLUDING ADDITIONAL CHARGES

**ORDER BY MIDNIGHT, SUNDAY 7<sup>th</sup> DECEMBER. Free school delivery direct to your child's classroom, ready for the start of the school year.**

- Guaranteed delivery to school for the start of school in 2026, no delivery or packaging fee.

**FROM MONDAY 8<sup>th</sup> DECEMBER TO FRIDAY 16<sup>th</sup> JANUARY 2026**

- Orders placed FROM Monday 8<sup>th</sup> December to Friday 16<sup>th</sup> January 2026 will incur a packing & delivery fee of \$6.95. These orders are still guaranteed to be sent directly to school ready for the first day of school in 2026.

**FROM SATURDAY 17<sup>th</sup> JANUARY 2026**

- Orders placed from 17<sup>th</sup> January 2026 are no longer eligible for school delivery and will be delivered to home addresses. These will incur a packing & delivery fee of \$9.95 which includes a \$3 home delivery surcharge. (Please note the supplier will endeavour to supply all items, however some stocks may not be available). **Delivery before school starts is not guaranteed.**

More details are on the following pages, with instructions to order. **Please ensure you select the book pack appropriate to your child's 2026 year level.**

## 2. IF YOU PURCHASE YOUR CHILD'S BOOKS FROM ANOTHER SUPPLIER:

If you purchase your child's books from another supplier of your choice, we ask that you purchase all books listed and **match the descriptions** shown. This will ensure your child will be working with books of the same standard and requirements as other children in the class.

Please make arrangements to pay the school directly for your child's online subscriptions and any optional items.

**Please send these books to school with your child ready for their first day of school in 2026 and arrange to make payment directly to the school for online subscriptions and other optional items.**

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


Yours sincerely,



Kathie Arnold  
Principal



Natalie Lynch  
School Council President

CURRICULUM CONTRIBUTION AND STUDENT MATERIALS		AMOUNT
Book List Items to be purchased by Parents – YEAR 2 2026 – for students to own		
 <p>Student educational books and materials to be purchased for individual student use.</p> <p>A complete list of items to purchase are included in this document.</p> <p>We recommend you purchase these items from our preferred supplier, Office Corporate to ensure your child has the materials appropriate to their learning and those of all other children.</p> <p>*** Year 2 Classroom Materials Book List to be purchased for each student</p> <p>Includes Online Subscription to Essential Assessment.</p> <p>(NOTE: EARLY BIRD DISCOUNTED PACK PRICE IS \$98.11 AVAILABLE FOR ONLINE ORDERS RECEIVED UP TO 7<sup>th</sup> DECEMBER 2025 ONLY)</p> <p>Your child's class teacher will provide them with an individual login in 2026 to access the online subscriptions at school or at home.</p> <p>Full price with early bird discount (available until 7<sup>th</sup> December): \$98.11  Full price from 8<sup>th</sup> December (excludes early bird discount): \$105.06  *Full price does not include shipping and late fees that apply from 8<sup>th</sup> December. See page 2 for full list of dates and applicable fees.</p>		<p>FULL PRICE* \$105.06</p> <p>(OR \$98.11 FOR ORDERS PLACED PRIOR TO 7<sup>th</sup> DECEMBER)</p>
<b>Total Curriculum Contributions</b>		<b>\$105.06*</b>

OTHER CONTRIBUTIONS	SUGGESTED AMOUNT
For non-curriculum items and activities	
Provision & Maintenance of School Devices I.T.	\$15
Compass Parent Portal Communications	\$10
Grounds Safety and Improvements	\$10
Registered School Nurse & First Aid Consumables	\$10
<b>Total Other Contributions</b>	<b>\$45</b>

EXTRA-CURRICULAR ITEMS AND ACTIVITIES	AMOUNT
<p><b>Provided on a user pays basis</b></p> <p><i>Thomas Mitchell 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.</i></p> <p><i>The cost of extra-curricular items and activities will be advised throughout the year.</i></p>	
Excursions & other activities to be scheduled during 2026	TBA
All children in years 1 to 6 will have opportunity to participate in a 10 day Intensive Swimming Program, to be held at Casey Art from Monday 23 <sup>rd</sup> February to Friday 6 <sup>th</sup> March. This program will be partly subsidised. Details to follow shortly.	TBA
School Photos during March 2026	TBA
<b>Total Extra-Curricular Items and Activities</b>	<b>\$TBA</b>

## FINANCIAL SUPPORT FOR FAMILIES

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

- the Camps, Sports and Excursions Fund – if you have been issued a Centrelink Pensioner or Health Care Card you may be eligible for \$400 per student attending Primary School (application forms are available from the school and will be sent out via Compass News)
- State Schools' Relief (SSR) for Uniform
- Payment plans for Extra-Curricular Items and Activities
- School Hardship Fund
- Other sources of support.

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

**Tracey Etherington, Business Manager** Ph: 03 9706 2254 | Email: [thomas.mitchell.ps@education.vic.gov.au](mailto:thomas.mitchell.ps@education.vic.gov.au)

### SUMMARY:

CATEGORY	TOTALS
Curriculum Contributions & Student Book List/materials	\$105.06
Other Contributions, suggested amounts <i>(Non-tax deductible)</i>	\$ 45.00
Extra-Curricular Items and Activities	\$TBA
<b>Total</b>	<b>\$150.06</b>

# Thomas Mitchell PS Year 2 Booklist

8 x Writer Writing Book 330x245mm 64pg 14mm DT + margin (Brick)  
3 x Scrap Book Megasaurus Bond 90gsm 330mm x 245mm 64 page  
1 x Office Notepad A5 100leaf Bank PLAIN  
8 x Staedtler 110 Tradition Pencils 2B  
5 x Faber Castell RED Checking Correction Pencil -3mm  
1 x Faber-Castell Junior Grip Triangular Coloured Pencils 3.8mm Lead - 20s (+ sharpener)  
1 x Faber Castell Playsafe Jumbo Broad Markers Pack 12  
1 x Westcott 152mm 6" Student Scissors Left & Right | Each  
1 x Wooden Ruler Lacquered 30cm | Each  
1 x Luxor Double Hole Sharpener Plastic Barrel  
2 x Celco Maxi Eraser PVC & Latex Free for coloured & Lead Pencils  
1 x PVC Mesh Pouch Pencil Case Clear Reinforced Zip | A4 Blue Trim 345x250mm  
3 x Bostik Glue Stick CLEAR | 35gm  
1 x A4 PP Refillable Display Book 20 pocket Black | Each **(1 x Dance & Music)**  
2 x Calibre Facial Tissues 180 Sheets | Each **(1 x Specialists)**  
1 x Faber Castell Textliner Highlighter Ice-(Blue, Pink, Green, Yellow) Wallet of 4  
4 x Artline Supreme Whiteboard Marker Black 1.5mm Nib  
2 x Olympic Graph Book G104 A4 48 Page 10mm Square Grid Ruled  
1 x A4 Whiteboard Double Sided 24mm Plain & Dotted Thirds  
1 x 2026 Student Diary A5 Week To An Opening Spiro  
1 x Reinforced Loose Leaf Binder Refills A4 18mm dotted thirds | Pkt 50  
1 x Essential Assessment Online subscription (Vic Curriculum Numeracy & Literacy) \$19.20

## NEW to 2026 | Extra Items for Specialists

1 x Bostik Glue Stick CLEAR | 35gm  
1 x Scrap Book Megasaurus Bond 90gsm 330mm x 245mm 64 page (LOTE)  
1 x Staedtler 110 Tradition Pencils 2B | Each  
1 x Celco Maxi Eraser PVC & Latex Free

## OPTIONAL ITEMS (Opt-in for new enrolments or replace products)

Hi-VIS Safety Vest Kid's Yellow Size Small, Medium OR Large (Only select a size from the drop down if you require a new vest)

Book Bag Heavy Duty Navy Blue | Sharebook

Book Bag Heavy Duty Royal Blue | Library

Moki Volume Limited Headphones For Kids | Blue & White

Phonic (Whisper) Phone

## OPTIONAL CONTRIBUTIONS | Your voluntary support makes a significant difference! Please select the contributions you wish to make below.

Contribution Provision & Maintenance of School Devices I.T \$15

Compass Communications \$10

Grounds Safety and Improvements \$10

Registered School Nurse & First Aid consumables \$10

# 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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- 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.

## Thomas Mitchell Primary School 2026 Booklist Orders

Here's what you need to know to place your order.

### New and Returning Users

**Already Registered?** If you ordered school supplies last year, you don't need to create a new account. Simply go to [www.booklistorders.com.au](http://www.booklistorders.com.au) and reset your password.

**New Users?** First, go to [www.booklistorders.com.au](http://www.booklistorders.com.au) to register. Make sure to use the school code **TMP26** when creating your account.

New Customer? Create an Account.

E-mail Address Required

youremail@gmail.com

Password Required

Confirm Password Required

School Code Required

TMP26

☐ Subscribe to our newsletter and we'll keep you up to date on our products and services.

☒ I have read and agree to Terms & Conditions and Privacy Policy.

+ Register and Continue

**TMP26**

When you create your password, it must be at least **12 characters long** and include:

- An uppercase letter (A-Z)
- A lowercase letter (a-z)
- A number (0-9)
- A special character (!@#\$%^&\*)

For example: Booklist123!

Once you've set your password, check your email for a verification link. Click the link to activate your account and view pricing.

### Early Order Savings & Deadlines

Place your order by **midnight on December 7th, 2025**, to secure **discounted pricing** negotiated for our school community and free school delivery.

**Late Fee Warning:** Orders placed on or after December 8th will incur a \$6.95 late packing fee built into your pack price



## Delivery Information

### Early Orders:

Orders placed by January 16<sup>th</sup> midnight, will be delivered directly to Thomas Mitchell Primary School prior to the commencement of Term 1.

### Late Orders:

Please note that any orders placed **from January 17th onwards** will *no longer* be eligible for School Delivery. These orders will be processed as **Home Delivery only**, and the late fee will be **\$9.95** to include the new home shipping and packing charges.

## How to Place Your Order

1. **Log in** to your account. Select your child's year level (Prep to Year 6).
2. **View Pack Details.** The ordering page a full list of all items to be expected in your book pack. Years 3,4,5 and 6 will also have a visual image of your Novel Bundle.
3. **Add Your Student's Name.** Please make sure to add your student's name on the ordering page. If you have multiple children, add each student's name and their book pack separately. This helps the school track which families have placed orders.
4. **Optional Extras** These items are all required but may be retained from previous years. Only opt in and tick the items you require if they need to be replaced.
5. **Contributions.** Your support makes a significant difference. Please opt into the contributions you wish to make to support your child's education.



### Thomas Mitchell Year Two Booklist

Order Early & Save

WAS \$105.06









**NOW**

**\$98.11**

In Stock

Student Name	<b>YOUR STUDENT'S NAME HERE</b>
Replacement Hi-VIS Safety Vest Yellow SIZE	SELECT ONLY IF NEEDED

### Optional Extras

 Book Bag Heavy Duty Navy Blue   Sharebook \$13.75 <input type="checkbox"/> Add to my order	 Moki Volume Limited Headphones For Kids Blue & White \$15.69 <input type="checkbox"/> Add to my order
 Phonic (Whisper) Phone   Each \$8.69 <input type="checkbox"/> Add to my order	 Book Bag Heavy Duty Royal Blue   Library \$13.75 <input type="checkbox"/> Add to my order
 Provision & Maintenance of IT Devices & Support \$15 \$15.00 <input checked="" type="checkbox"/> Add to my order	 Grounds Safety and Improvements \$10 \$10.00 <input checked="" type="checkbox"/> Add to my order
 Registered Nurse & First Aid Consumables \$10 \$10.00 <input checked="" type="checkbox"/> Add to my order	 Compass Parent Portal Communications \$10 \$10.00 <input checked="" type="checkbox"/> Add to my order

6. **Checkout.** VISA or Mastercard accepted. If you require any assistance with payments contact customer support.

## Need Help?

Call 1300 855 085 or Email [info@booklistorders.com.au](mailto:info@booklistorders.com.au) (Be sure to mention Thomas Mitchell Primary School)