Thomas Mitchell Drive Endeavour Hills 3802
Telephone: **9706 2254**
Email: thomas.mitchell.ps@education.vic.gov.au
Website: www.tmps.vic.edu.au

THOMAS MITCHELL PRIMARY SCHOOL

November 2025

Dear parent/guardian,

PARENT PAYMENT REQUESTS FOR 2026
YEAR 4

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

IMPORTANT DATES FOR ORDERING AND DELIVERY ARRANGEMENTS, INCLUDING ADDITIONAL CHARGES. EXTENDED FREE DELIVERY ARRANGEMENTS DUE TO HIGHER COSTS FOR YEARS 3, 4, 5 & 6.

ORDER BY MIDNIGHT, FRIDAY 16TH JANUARY. Free school delivery direct to your child's classroom, ready for the start of the school year (Years 3-6 only).

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

FROM SATURDAY 17TH JANUARY 2026

- Orders placed from 17th 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.**

If also ordering for younger siblings in Years Prep, 1 & 2, please feel free to spread the costs by placing each child's orders at different times to take advantage of the early bird discounts. There is an earlier date for discounts and late order fees for the younger year levels. For example, the early bird discount ends on Friday 7th December for Years Prep, 1 & 2. This information is available in the Parent Payment Requests for 2026 letters specific to each 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 **Book List Items to be purchased by Parents – YEAR 4 2026 – for students to own**	AMOUNT
 Student educational books and materials to be purchased for individual student use. A complete list of items to purchase are included in this document. 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. *** Year 4 Classroom Materials Book List to be purchased for each student Includes Online Subscription to Essential Assessment. (NOTE: EXTENDED FOR YEARS 3-6 ONLY: EARLY BIRD DISCOUNTED PACK PRICE FOR YEAR 4 IS $154.87 AVAILABLE FOR ONLINE ORDERS RECEIVED UP TO 16TH JANUARY 2026) Your child's class teacher will provide them with an individual login in 2026 to access the online subscriptions at school or at home. Full price with early bird discount (available until 16th January 2026): $154.87 Full price from 17th January 2026 (excludes early bird discount): $161.82 *Full price does not include shipping and late fees that apply from 17th January. See page 2 for full list of dates and applicable fees.	FULL PRICE* $161.82 (**OR $154.87 FOR ORDERS PLACED PRIOR TO 16th JANUARY 2026**)
Total Curriculum Contributions	***$161.82****

OTHER CONTRIBUTIONS For non-curriculum items and activities	SUGGESTED AMOUNT
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**
Sports Affiliation Costs (Years 3-6)	**$10**
Total Other Contributions	**$55**

EXTRA-CURRICULAR ITEMS AND ACTIVITIES **Provided on a user pays basis** *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. *The cost of extra-curricular items and activities will be advised throughout the year.*	AMOUNT
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 23rd February to Friday 6th March. This program will be partly subsidised. Details to follow shortly.	TBA
School Photos during March 2026	TBA
Total Extra-Curricular Items and Activities	**$TBA**

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

SUMMARY:

CATEGORY		TOTALS
Curriculum Contributions & Student Book List/materials		$161.82
Other Contributions, suggested amounts	*(Non-tax deductible)*	$55.00
Extra-Curricular Items and Activities		$TBA
Total		**$216.82**

Thomas Mitchell PS Year 4 Booklist

1 x Office Notepad A5 100leaf Bank Ruled
2 x Bibbulmun Ballpoint Pen Medium Red | Each
2 x Bibbulmun Ballpoint Pen Medium Blue | Each
3 x Faber Castell RED Checking Correction Pencil -3mm
8 x Staedtler 110 Tradition Pencils HB | Each
4 x Artline Supreme Whiteboard Marker Black 1.5mm Nib
1 x Metal Double Hole Sharpener Assorted
2 x Celco Maxi Eraser PVC & Latex Free for coloured & Lead Pencils
3 x Bostik Glue Stick CLEAR | 35gm
1 x Westcott 152mm 6" Student Scissors Left & Right | Each
1 x Wooden Ruler Lacquered 30cm | Each
1 x Faber Classic Colour Pencils 24 Asst 3.3mm Lead - Bonus Sharpener
1 x Faber Castell Textas Connector Pens 12's
1 x Faber Castell Textliner Highlighter Ice-(Blue, Pink,Green,Yellow) Wallet of 4
5 x Calibre Facial Tissues 180 Sheets | Each **(1 x Specialists)**
2 x Writer A4 96pg 10mm Graph book (Hat) | Blank Border Margin
3 x A4 PP Refillable Display Book 20 pocket Black | Each **(1 x Dance & Music)**
1 x Bantex Manilla Document Wallet F/C Light Blue (Slimpick Equiv)
1 x PVC Mesh Pouch Pencil Case Clear Reinforced Zip | A4 Blue Trim 345x250mm
1 x Staedtler Mini Whiteboard Wiper Eraser 70x40x15mm
1 x 2026 Student Diary A5 Week To An Opening Spiro
1 x Zart Magnetic Whiteboard 25cm x 21cm Double-Sided
7 x Writer Premium A4 96 Page Exercise Book 14mm Dotted Thirds + Margin (Rocket) ***NEW for 2026***
1 x Scrap Book Megasaurus Bond 90gsm 330mm x 245mm 64 page **(Science)**
1 x Essential Assessment Online subscription (Vic Curriculum Numeracy & Literacy) $19.20
1 x Always Was, Always Will Be | Aunty Fay ~~RRP $27.99~~ | Bundle Price $23.65
1 x Runt | Craig Silvey ~~RRP $26.99~~ | Bundle Price $17.89
1 x The Tale of Despereaux | Kate DiCamillo ~~RRP $15.99~~ | Bundle Price $14.59

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 HB | 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 Medium OR Large (Only select a size from the drop down if you require a new vest)

Mconnected Soundstorm Heaphones Inline Mic | Green + Mesh Pouch
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
Sports Affiliation Costs (Years 3-6) $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	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	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

booklistorders.com.au

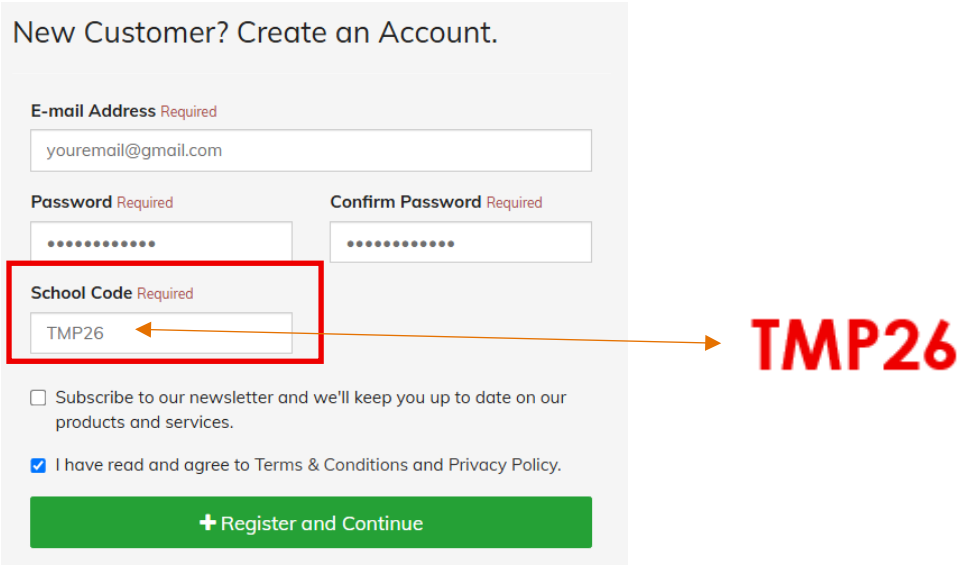
Thomas Mitchell Primary School 2026 Booklist Orders

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 and reset your password.

New Users? First, go to www.booklistorders.com.au to register. Make sure to use the school code **TMP26** when creating your account.



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 January 16th 2026** to secure **discounted pricing** negotiated for our school community and free school delivery.

Important Novel Bundle Exception:

This year, we're introducing a combined **compulsory novel bundle** for **Years 3, 4, 5, and 6**. To allow time for this change, we are granting an extension for these year levels.

The final date to submit your booklist order without any late fees is now **midnight, January 16th** for students in Years 3, 4, 5, and 6.

Delivery Information

Early Orders:

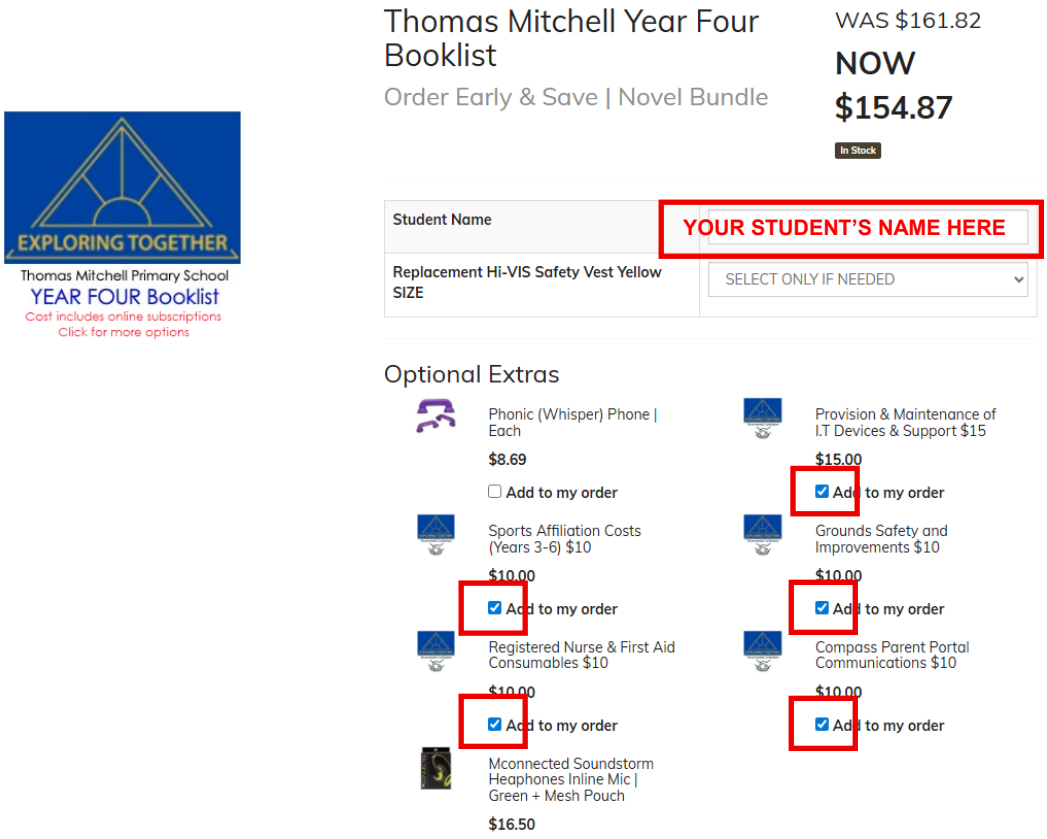
Orders placed by January 16th midnight, will be delivered directly to Thomas Mitchell Primary School prior to the commencement of Term 1.

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.



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 (Be sure to **mention Thomas Mitchell Primary School**)