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## THOMAS MITCHELL PRIMARY SCHOOL

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November 2024

Dear parent/guardian,

# PARENT PAYMENT REQUESTS FOR 2025 YEAR 5

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 2025.

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 (rather than ask parents to provide under a Bring Your Own Device program) and ensuring a student ratio of at least 1:2
- 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 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 qualified and experienced School Nurses
- New shade sails outside the Performing Arts classroom
- 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
- Painting of some portable classrooms
- Installation of a second Soccer pitch, from fundraising monies

In 2025, we would like your support to help us continue improvement projects such as:

- Provisioning and maintenance of Information Technology Devices and employment of support personnel, ensuring a minimum of 1:2 ratio (students to devices)
- Ensuring access to communication software (Compass) to facilitate payments of events, notifications of health centre attendances, unexplained absences, including student safety matters, conferences, etc
- Additions to our playground equipment
- Maintenance to our Fake Grass, Soccer Pitch areas and improvement of school gardens and grounds
- Continued employment of qualified staff 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
- Renovation of male and female student toilets.

In the following pages, we have listed our requests in detail. They are broken down into 3 categories.

- Curriculum Contributions, including Student Book Lists
- Other Contributions

Please note we are also suggesting parents of students in years 3 to 6 make a contribution for the **School Sports Affiliation costs**, which cover the cost of affiliation and coordination of sports programs at the District, Divisional, State and Nationwide levels for children in years 3 to 6. The school pays in excess of \$8000 for these fees. Without it, our children would not have opportunities to participate in external sporting activities.

- Extra Curricular Items and Activities

## 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.

## PAYMENTS TO PURCHASE 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, TUESDAY 10<sup>TH</sup> DECEMBER. An 'early bird' discount is also offered on the book packs.**

- Guaranteed delivery to school for start of school in 2025, no delivery or packaging fee.

### **FROM WEDNESDAY 11<sup>TH</sup> DECEMBER TO FRIDAY 17<sup>TH</sup> JANUARY 2025**

- Orders placed FROM Wednesday 11<sup>th</sup> December but prior to 11.59pm Friday 17<sup>th</sup> January 2025 will incur a packing fee of \$2.75 and a late fee of \$6.95. These orders are still guaranteed to be sent directly to school ready for the first day of school in 2025.
- Early bird discount is no longer available.

### **AFTER 18<sup>TH</sup> JANUARY 2025**

- Orders placed from 18<sup>th</sup> January 2025 will be delivered to home addresses and will incur a packing fee of \$2.75, and a shipping/late fee of \$9.95. (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 2025 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 send these books to school with your child ready for their first day of school in 2025 and arrange to make payment directly to the school for online subscriptions and other optional items.**

To purchase online subscriptions and other optional items we request you make payment direct to the school on the following dates:

1. If making payment to the school please arrange to pay over the phone or come into the school office any time during school hours between:  
**MONDAY 18<sup>TH</sup> NOVEMBER 2024 TO WEDNESDAY 18<sup>TH</sup> DECEMBER 2024**
2. If you prefer to pay in 2025, we ask that you come into the school office or pay by phone once school has commenced. Payment can be made at the school office (or via phone) during 8.30am and 4.30pm on school days any time from Thursday 30th January.

Payment during school days outside of the above times is acceptable, however please be advised that you may experience short wait times.

For further information on the Department's Parent Payments Policy please see the one-page overview in these documents.

Yours sincerely,



Kathie Arnold  
Principal



Mani Sundaram  
School Council President

| CURRICULUM CONTRIBUTION AND STUDENT MATERIALS<br>Book List Items to be purchased by Parent – YEAR 5 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | AMOUNT                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <div data-bbox="156 264 491 920">  </div> <p>Student educational books and materials to be purchased for individual student use.</p> <p>Included in these documents is a list of items that the school recommends you purchase from Office Corporate for your child to individually own and use.</p> <p>We recommend you purchase these from our preferred supplier, Office Corporate to ensure the materials are appropriate to your child's learning and those of all other children.</p> <p>*** Year 5 Classroom Materials Book<br/>List to be purchased for each student</p> <p>PLUS an online subscription for your child's own use during school and at home, which can be purchased via our Book Supplier's online website as part of the entire book pack:</p> <ul style="list-style-type: none"> <li>Essential Assessment Numeracy &amp; Literacy Online</li> </ul> <p>Once purchased, your child will be provided with an individual login to access the program at school or at home.</p> <p>Full price with early bird discount (available until 10<sup>th</sup> December): \$103.47<br/>Full price after 10<sup>th</sup> December (excludes early bird discount): \$106.22<br/><i>*Full price does not include shipping and late fees that apply from 10<sup>th</sup> December</i></p> | <p>\$103.47*<br/>inc early bird discount<br/><b>or</b></p> <p>\$106.22<br/>without discount</p> <p>\$16.20</p> |
| <b>Total Curriculum Contributions &amp; Student Materials</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>\$106.22<br/>excluding early bird discount</b>                                                              |

#### OPTIONAL ITEMS

The following items are also essential in 2025. Some families will need to purchase these in addition to book packs (they are called 'Optional Extras' on the website) If they are new to TMPS, or if their child has lost or damaged these items in 2024:

|                                                                                                                                        |        |
|----------------------------------------------------------------------------------------------------------------------------------------|--------|
| Zart Magnetic Whiteboard 225cm x 21 cm Double-Sided                                                                                    | \$5.94 |
| Phonic Whisper Phone (a multi-sensory tool used to assist reading comprehension by assisting the child to hear what they read & speak) | \$8.69 |

A separate email will be sent to parents advising if any of these are required.

| <b>OTHER CONTRIBUTIONS</b><br>For non-curriculum items and activities | <b>SUGGESTED<br/>AMOUNT</b> |
|-----------------------------------------------------------------------|-----------------------------|
| Provision & Maintenance of Information Technology Devices and Support | \$15.00                     |
| Compass Parent Portal Communications                                  | \$10.00                     |
| Grounds Maintenance and Improvements                                  | \$10.00                     |
| School Nurse/First Aid costs                                          | \$10.00                     |
| School Sports Affiliation Costs                                       | \$10.00                     |
| <b>Total Other Contributions (suggested contribution)</b>             | <b>\$55.00</b>              |

| <b>EXTRA-CURRICULAR ITEMS AND ACTIVITIES</b><br><b>Provided on a user pays basis</b><br><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><br><i>The cost of extra-curricular items and activities will be advised throughout the year.</i> | <b>AMOUNT</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Excursions & other activities to be scheduled during 2025                                                                                                                                                                                                                                                                                                                                                                | TBA           |
| School Photos during March 2025                                                                                                                                                                                                                                                                                                                                                                                          | 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 \$150 per student attending Primary School (please refer to the application form sent with these documents for more information)
- 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             | \$106.22        |
| Other Contributions, suggested amounts <i>(Non-tax deductible)</i> | \$ 55.00        |
| Extra-Curricular Items and Activities                              | \$TBA           |
| <b>Total</b>                                                       | <b>\$161.22</b> |

## Thomas Mitchell P.S Year Five Booklist

2 x Writer A4 48pg 10mm Graph Book (Boat)  
5 x Writer A4 64pg Exercise Book 8mm ruled + margin (Triangle)  
2 x Office Notepad A4 100leaf Bank Ruled Each  
5 x Bibbulmun Ballpoint Retractable Economy Pen Blue 1.0mm | Each  
2 x Bibbulmun Ball point retractable Economy Pen Red | Each  
5 x Staedtler 110 Tradition Pencils 2B  
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  
1 x Metal Double Hole Sharpener Assorted  
2 x Celco Maxi Eraser PVC & Latex Free for coloured & Lead Pencils  
2 x Bostik Glue Stick CLEAR | 35gm  
1 x Wooden Ruler Unpolished 30cm  
1 x Westcott 152mm 6" Student Scissors Left & Right | Each  
1 x PVC Mesh Pouch Pencil Case Clear Reinforced Zip | A4 Blue Trim 345x250mm  
1 x Bantex Manilla Document Wallet F/C Light Green (Sлимпick Equiv)  
3 x Rosche Modern Range Executive Facial Tissues 2 Ply 200 Sheets | Each **(1 x Specialists)**  
1 x Olympic Sheet Protectors A4 11 Hole Economy | Pack of 10  
4 x A4 PP Refillable Display Book 20 pocket Black | Each **(1 x Dance & Music)**  
1 x Writer A4 48pg Exercise Book 11mm solid ruled + margin (Ice Cream) **(Science)**  
3 x Artline Supreme Whiteboard Marker Black 1.5mm Nib  
1 x Sharpie Fine Point S30051 permanent marker 1.0mm Black  
2 x Yellow Sticky Notes 76mm x 76mm | Pad 100  
1 x 2025 Student Diary A5 Week To An Opening Spiro  
1 x Osmer 180 Degree 10cm Protractor  
1 x Moki Nero Headphones Black with Microphone  
1 x Micador Stretched Canvas 280GSM 100% Pure Cotton 12 x 16" FSC  
1 x SW02K Hi-VIS Safety Vest Kid's Yellow Size S,M or L **(Please Select Size)**  
1 x FREE For Early Orders prior to December 11th | Packing Fee \$2.50 ex thereafter  
1 x Essential Assessment Online subscription (Vic Curriculum Numeracy & Literacy) \$16.20 \*GST FREE\*

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

Zart Magnetic Whiteboard 25cm x 21cm Double Sided White  
Phonic (Whisper) Phone

### OPTIONAL CONTRIBUTIONS

TMPS Contribution Provision & Maintenance of School Devices I.T \$15 \*GST FREE\*  
TMPS Compass Communications \$10 \*GST FREE\*  
TMPS Contribution School Grounds Maintenance & Improvements \$10 \*GST FREE\*  
TMPS First Aid Costs \$10 \*GST FREE\*  
TMPS School Sports Affiliation Costs \$10 \*GST FREE\* Year 3-Year 6 Only

# 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) 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 2025 Booklist Orders



**\*\*THE SCHOOL SAVING BONUS EXCLUDES THE PURCHASE OF STATIONERY AND WORKBOOKS, IT TEXTBOOKS & CANNOT BE USED FOR YOUR SCHOOL STATIONERY BOOKLISTS\*\***

Stationery Pack online ordering will be available from:

[www.booklistorders.com.au](http://www.booklistorders.com.au)

## Already Registered?

Great news! If you created an account on [booklistorders.com.au](http://www.booklistorders.com.au) last year, you don't need to sign up again. Your account will automatically be linked to your child's new booklist pricing.

## New Students or Updated Email?

Welcome aboard! If you're a new family at the school or have a new email address, you'll need to register for a new account. Here's what to do:

1. Sign Up: Head over to <http://www.booklistorders.com.au> and follow the registration process.
2. **School Code:** Don't forget to enter your school's specific code: **TMP25**. This code ensures you see the correct pricing for your child's supplies.

3. Verify Your Email: Keep an eye on your inbox for a confirmation email with a verification link. **Click the link to activate your account. \*\*\*\*\* IMPORTANT STEP TO ENSURE YOU CAN SEE PRICING \*\*\*\*\***

## Password Tips:

Choose a strong password with at least 12 characters. Make it a mix of uppercase letters, lowercase letters, numbers, and special characters (like @, #, or \$). For example, try "Booklist123!"

## Entered the Wrong School Code or Need Help?

If you run into any trouble, don't hesitate to contact Office Corporate for assistance:

Email: [info@booklistorders.com.au](mailto:info@booklistorders.com.au) (mention the school you want to register with)

OR Phone: 1300 855 085 (Monday-Friday, 9am-5pm)

Please make sure you put your child's name and year level in the "Student Name" Section of the checkout, so we can distribute the packs with ease. If you are purchasing for more than one child, please stipulate both names as per example below:

**Early Bird Bonus | Order Early and SAVE**

**Free School Delivery:** Enjoy free school delivery for all orders placed before December 11th. (December 10<sup>th</sup> midnight)

**Individual Packaging Fee:** A \$2.75 packing fee will be added to orders placed from December 11th onwards to cover individual packaging costs.

**Free Shipping Direct to the School:** Until December 11th, enjoy a full \$9.95 discount on freight charges.

**Reduced Shipping:** After December 11th, the full \$9.95 discount will be reduced to \$3, resulting in a \$6.95 late fee for school deliveries.

**Late Orders and Delivery:** Orders placed after January 18th will be delivered directly to your home addresses and incur the full \$9.95 delivery fee.

**Note\*\*\* Facial Tissues and Hi-Vis Safety Vests will be consolidated and delivered directly to the school at the beginning of Term 1.**

**Prep to Year 5** will have a Yellow Hi-VIS Safety Vest included as part of your fixed pack pricing, please ensure you select the appropriate size before adding your order to your shopping cart. Information on sizing will be visible online.

Available Options

Hi-VIS Safety Vest Yellow SIZE MUST SELECT

DROP DOWN & SELECT

DROP DOWN & SELECT

Small (SHI-SW02KY-S)

Medium (SHI-SW02KY-M)

Large (SHI-SW02KY-L)



**Optional Items** will be visible for you to purchase. These are essential, but only need to be purchased if they require replacement.

**Contributions** are a vital component of servicing our school community, please ensure that you opt-into these items prior to adding your stationery pack to your shopping cart.

Optional Extras



Zart Magnetic Whiteboard  
25cm x 21cm Double-Sided  
\$5.94

☒ Add to my order



Phonic (Whisper) Phone  
\$8.69

☒ Add to my order



Provision & Maintenance of  
I.T Devices & Support \$15  
\$15.00

☒ Add to my order



Sports Affiliation Costs  
(Years 3-6) \$10  
\$10.00

☒ Add to my order



Grounds Maintenance &  
Improvements \$10  
\$10.00

☒ Add to my order



School Nurse & First Aid  
Costs \$10  
\$10.00

☒ Add to my order



Compass Parent Portal  
Communications \$10  
\$10.00

☒ Add to my order

1

Add To Cart