



Thomas Mitchell Drive Endeavour Hills 3802

Telephone: **9706 2254**

Email: [thomas.mitchell.ps@education.vic.gov.au](mailto:thomas.mitchell.ps@education.vic.gov.au)

Website: [www.tmps.vic.edu.au](http://www.tmps.vic.edu.au)

## THOMAS MITCHELL PRIMARY SCHOOL

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November 2023

Dear parent/carer,

# PARENT PAYMENT REQUESTS FOR 2024 YEAR 3

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 2024.

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 your support has allowed us to offer a wide range of subjects and additional programs and resourcing such as:

- Providing laptops or ipads to every classroom for sharing on a student ratio of 1:2
- Extension program, Tutoring Learning
- Enrichment opportunities
- Science and STEM program
- Enhancing our Literacy and Numeracy programs with access to online technology
- A well resourced Library with a qualified Librarian
- Ensuring cultural awareness through the provision of Mandarin including an Internationalising Education program
- Enhancing our Arts program
- Employment of qualified and experienced School Nurses for each school day
- New shade sails over the Early Learning Centre area and outside the Science Room
- Carpeting to all classrooms in the main building
- Upgrade and installation of new split system air conditioning to all classrooms
- Employment of a Wellbeing Coordinator to support student wellbeing and engagement throughout the school

In 2024, we would like your support to help us continue improvement projects such as:

- Enhancing our Literacy and Numeracy programs
- 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)
- Additions to our playground equipment
- Installation of playground equipment soft fall to replace mulch
- Maintenance to our Fake Grass, Soccer Pitch areas and general school grounds
- Renovate male and female student toilets
- Painting of classrooms
- Replenishing our Library resources.
- Continued employment of a Wellbeing Coordinator – to support student wellbeing and engagement, and the implementation of social skills program
- An Environmental Program

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
- Extra Curricular Items and Activities

## RECEIPTING

When making payments, parents/carers should be aware that the Department of Education has changed the way schools are required to receipt parent payments. Please ensure you retain your receipt for future reference.

## 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:

Last term, we 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

#### WEDNESDAY 13<sup>TH</sup> DECEMBER

- Guaranteed delivery to school for start of school in 2024, no delivery or packaging fee.

#### THURSDAY 14<sup>TH</sup> DECEMBER TO FRIDAY 19<sup>TH</sup> JANUARY 2024

- Orders placed FROM Thursday 14<sup>th</sup> December but prior to Friday 19<sup>th</sup> January 2024 will incur a packing fee of \$2.50 and a shipping fee of \$6.95. These orders are still guaranteed to be sent directly to school ready for the first day of school in 2024.

#### AFTER 19<sup>TH</sup> JANUARY 2024

- Orders placed after 19<sup>th</sup> January 2024 will be delivered to home addresses and will incur a packing fee of \$2.50, a shipping fee of \$6.95 and an additional \$3.00 late fee. (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 attached flyer. **Please ensure you select the book pack appropriate to your child's 2024 year level.**

## 2. IF YOU PREFER TO PURCHASE YOUR CHILD'S BOOKS FROM ALTERNATIVE SUPPLIERS:

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 2024 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:

### **IMPORTANT DATES FOR PAYMENT OF ONLINE SUBSCRIPTIONS AND OTHER OPTIONAL ITEMS IF PURCHASING BOOKS FROM ANOTHER SUPPLIER**

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 13<sup>TH</sup> NOVEMBER 2023 TO WEDNESDAY 13<sup>TH</sup> DECEMBER 2023**
2. If you prefer to pay in 2024, we ask that you come into the school office or pay by phone on:  
**WEDNESDAY 24<sup>TH</sup> JANUARY only** – note this date is before school commences on Tuesday 30<sup>th</sup> January.
3. 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 after Wednesday 31<sup>st</sup> 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



Sallie Morrison  
School Council President

CURRICULUM CONTRIBUTION AND STUDENT MATERIALS Book List Items to be purchased by Parent – YEAR 3 2024	AMOUNT
 <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> <ul style="list-style-type: none"> <li>Year 3 Classroom Materials Book List to be purchased for each student</li> </ul> <p>PLUS online subscriptions 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>Literacy Pro Online Subscription</li> <li>Essential Assessment Numeracy &amp; Literacy Online</li> </ul> <p>Once purchased, your child will be provided with an individual login to access the programs at school or at home.</p>	<p>\$ 74.50</p> <p>\$ 16.00</p> <p>\$ 14.50</p> <hr/> <p><b>\$105.00</b></p>
<p><b>OPTIONAL ITEMS:</b> The following items should also be purchased if your child is new to the school, or if we have advised you via Compass email that your child requires these items:</p> <ul style="list-style-type: none"> <li>- Phonic Whisper Phone</li> <li>- Whiteboard</li> </ul>	<p>\$ 8.69</p> <p>\$ 5.14</p>
<p><b>Total Curriculum Contributions &amp; Student Materials, including all optional items</b></p>	<p><b>Max \$118.83</b></p>

OTHER CONTRIBUTIONS For non-curriculum items and activities	SUGGESTED AMOUNT
Information Technology Support, Equipment and Programs	\$20.00
School Community Student Hardship Fund	\$5.00
School Grounds Maintenance and Improvements	\$10.00
School Nurse	\$10.00
<b>Total Other Contributions (suggested contribution)</b>	<b>\$45.00</b>

<b>EXTRA-CURRICULAR ITEMS AND ACTIVITIES</b> <b>Provided on a user pays basis</b> <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> <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 2024	TBA
School Photos during March 2024	TBA
Water Awareness Program during 2024	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 \$125 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	Max \$118.83
Other Contributions <i>(Non-tax deductible)</i>	Max \$ 45.00
Extra-Curricular Items and Activities	\$TBA
<b>Total</b>	<b>\$163.83</b>

## Thomas Mitchell P.S Year 3 Booklist

2 x Staedtler C20 Latex Free School Eraser With Sleeve 65mmx15mmx14mm  
3 x Bostik Glue Stick CLEAR | 35Gm  
2 x Artline Supreme Whiteboard Marker Black 1.5mm Nib  
1 x Faber Castell Textas Connector Pens 12's  
1 x Staedtler Noris Club Coloured Pencils 3.0mm 12 Assorted  
1 x Wooden Ruler Lacquered Polished 30cm  
1 x Westcott 152mm (6") Handle Antimicrobial Student Scissors Left & Right  
1 x Aluminium Metal Double Hole Sharpener Assorted Colours | Each  
1 x PVC Mesh Pouch Pencil Case Clear Reinforced Zip | A4 Blue Trim 345x250mm  
1 x 2024 Cumberland Student Diary A5 Week To An Opening Spiro PP Cover  
3 x A4 PP Refillable Display Book 20 pocket Black  
1 x Moki Nero Headphones Black with Microphone  
1 x Bantex Manilla Document Wallet F/C - Red (Slimpick Equiv)  
6 x Writer Premium A4 64pg Exercise Book 18mm dotted thirds + margin (Car)  
1 x Writer Premium 70gsm A4 48pg 10mm Graph Book (Boat)  
1 x Office Notepad A5 100leaf Bank PLAIN  
1 x Paper Mate Inkjoy BallPoint Pen Medium Red | Each  
6 x Staedtler 110 Tradition Pencils HB | Each  
3 x Spirax P162 Project Book 330x240mm with Margin 18mm Dotted Thirds 64pg  
1 x Scrap Book Megasaurus Bond 90gsm 330mm x 245mm 64 page **(Mandarin)**  
3 x Rosche Modern Range Executive Facial Tissues 2 Ply 200 Sheets | Each **(1 x For Specialists)**  
1 x Writer Premium Project Book 330x245mm 64pg plain/18mm dotted thirds + margin (KEY) **(Science)**  
1 x Staedtler Mini Whiteboard Wiper Eraser 70x40x15mm  
1 x Literacy Pro Online Subscription \$16 \*\*\* GST FREE \*\*  
1 x Essential Assessment Online subscription (Vic Curriculum Numeracy & Literacy) \$14.50

### OPTIONAL ITEMS:

A4 Whiteboard Double Sided 24mm Plain & Dotted Thirds  
Phonic (Whisper) Phone

### OPTIONAL CONTRIBUTIONS:

TMPS Optional Contribution Information Technology \$20 \*GST FREE\*  
TMPS Optional Contribution School Community Hardship Fund \$5 \*GST FREE\*  
TMPS Optional Contribution School Grounds Maintenance & Improvements \$10 \*GST FREE\*  
TMPS Optional Contribution School Nurse \$10 \*GST FREE\*

# 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 SCHOOL 2024 BOOKLIST ORDERS

To place your order go to

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

Make sure you have the Compass email sent to you from school indicating what Optional Items have been identified for your child's use in 2024.

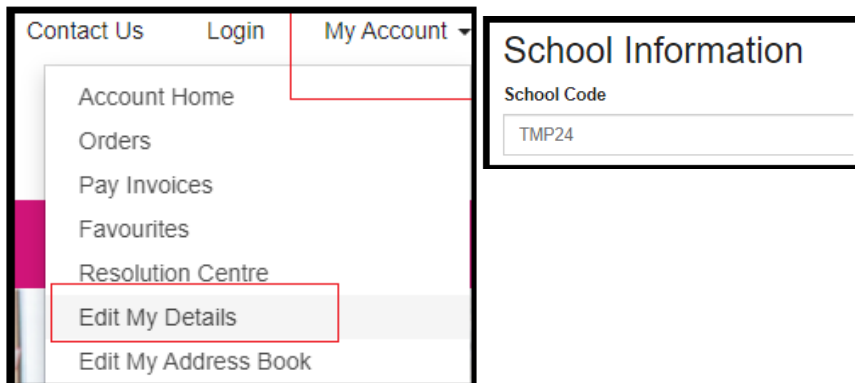
You will need to register for a new account and enter your school specific code: **TMP24**

Please ensure you verify your account by clicking the link in the email sent to you.

The password you create must have 12 characters. Password must include: 1 x upper case, 1 x lower case, 1 x number and 1 x special character. EG: Booklist123!

If you enter the wrong school code pricing will not be visible. Therefore, you will need to update the school code in the **My Account** section under the **Edit My Details** Section, **School Information** & then re click the link in the original email sent to you.

If you have difficulties please email the supplier: [info@booklistorders.com.au](mailto:info@booklistorders.com.au) and advise them which school you meant to sign up to. Or call 1300 855 085 Monday-Friday 9-5pm

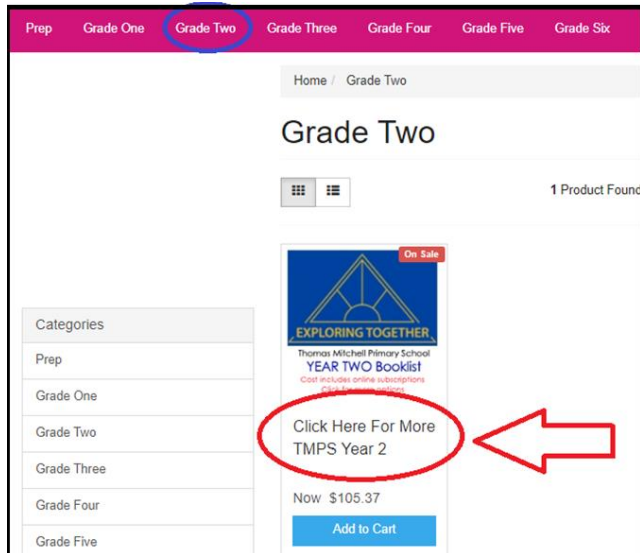


In order to negotiate the best value for our school community, we will continue to have fixed packs for 2024.

Optional curriculum contributions will be visible on your pack page, as well as the option to purchase items you may need to replace from previous years (such as headphones or whiteboards)

**PARENTS WILL HAVE RECEIVED AN INDIVIDUAL EMAIL ADVISING THEM IF AN OPTIONAL ITEM IS REQUIRED** Some children already have items that they can take up to the next year level, however others are advised to purchase Optional items for 2024 as they have not been purchased previously or the condition of their current items are not adequate to last another year.

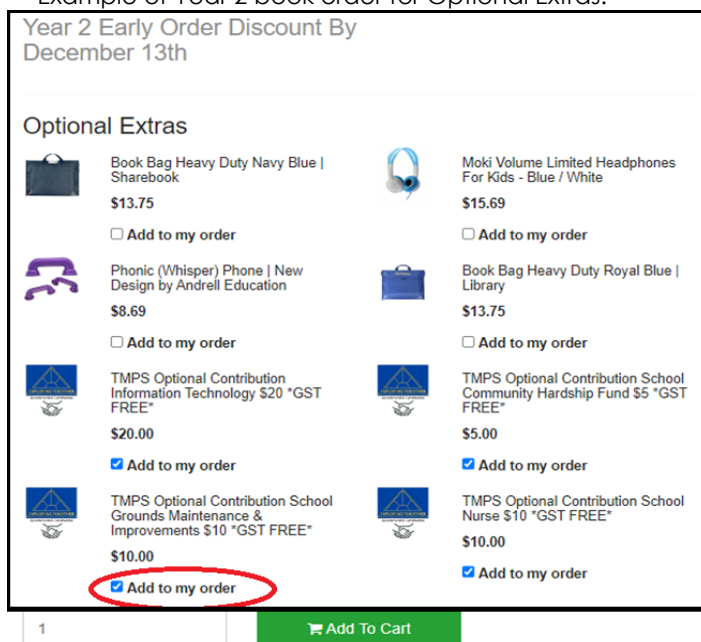




Once logged in, you will be presented with a menu with the relevant grades (the picture here shows a year 2 example only – select the year level your child will be in for 2024).

**Please make sure you click for more options, as opposed to simply add to cart.**

Example of Year 2 book order for Optional Extras:



Select the Optional Extras your child will require.

As some children do not require all Optional Items, a **Compass personal email** has been sent to individual families, indicating the items their child will need in 2024.

Please select the items identified in that email.

(Contact the school office if you are not able to locate the email)

## Shipping Terms and conditions:

For orders placed:

- by December 13<sup>th</sup> midnight will receive a packing discount of \$2.50 plus free shipping direct to the school classroom prior to commencement on 30<sup>th</sup> January 2024.
- from December 14<sup>th</sup> to January 19<sup>th</sup> a packing fee of \$2.50 is applicable and a freight fee of \$6.95, with direct delivery to school prior to commencement on 30<sup>th</sup> January 2024.
- from 19<sup>th</sup> January 2024, orders placed will be delivered to your home address and will incur a home delivery surcharge of \$3, bringing the total freight payable to \$9.95 and a packing fee of \$2.50. There is no option for school delivery after this date.

**WE STRONGLY ADVISE FAMILIES TO PLACE ORDERS PRIOR TO DECEMBER 13<sup>th</sup> TO AVOID PACKING OR SHIPPING FEES.**