



# Kent Park Primary School no. 5082

Greenaway Drive, Ferntree Gully VIC 3156

T: 9763 8055 F: 9763 1352

E: [kent.park.ps@education.vic.gov.au](mailto:kent.park.ps@education.vic.gov.au)

W: [www.kentparkps.vic.edu.au](http://www.kentparkps.vic.edu.au)

8<sup>th</sup> November, 2022

Dear Parents/Guardians of **Year 3-6** students,

Kent Park Primary School is looking forward to another great year of teaching and learning and would like to advise you of *Kent Park Primary School's* voluntary financial contributions for 2023. 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 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, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to organise and coordinate the best possible programs. The Curriculum Contributions and Other Contributions (including Tax Deductible Contributions) listed overleaf will assist us with the purchasing of Art, Physical Education, S.T.E.A.M., Environmental and Sustainability equipment and resources as well as supporting the upgrades and maintenance of the school infrastructure. All these programs running alongside the traditional classroom teaching and learning programs are imperative to provide an effectively balanced and rigorous overall education for your children.

***Please note: Kent Park PS will not be purchasing individual Student Bookpacks for 2023 (see options below).***

## ***EDUCATIONAL ITEMS FOR STUDENTS TO OWN (Student Bookpacks)***

Attached is a list of stationery items that the school recommends you purchase from Maxim Office Group for your child to individually own and use. These can be purchased directly through the Maxim Office Group Portal and will be delivered directly to the school (**See attached letter for Portal instructions and delivery dates**)

Alternatively, you may take the attached stationery list to a supplier of your own choice. ***Please take note of correct year level when ordering.***

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

Yours sincerely,

KIERAN DENVER  
Principal

BRETT SYDNEY-SMITH  
School Council President



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Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><b><u>Y3, 4, 5 &amp; 6</u></b></p> <p><b>SHARED CLASSROOM MATERIALS</b></p> <ul style="list-style-type: none"> <li>Classroom Consumables –shared classroom stationery, eg. paper, posters/charts, craft items, spare sets of pens/textas, masking tape, chalk, staplers etc.– (\$20)</li> <li>Art – craft materials, such as paint, crayons, glitter, coloured paper etc. - (\$5)</li> <li>S.T.E.A.M. – ingredients, construction items, such as straws, tape etc. - (\$5)</li> <li>Mathematics – numeracy blocks, text books, stationery – (\$5)</li> <li>English – novels, readers and texts (\$5)</li> <li>Physical Educations – sports equipment such as balls, bats. (\$5)</li> <li>Environment &amp; Sustainability – seedlings, plants, mulch, chicken feed – (\$5)</li> <li>L.O.T.E./AUSLAN – Auslan materials and texts - (\$5)</li> </ul>	<b>\$55.00</b>
<p><b><u>Y3, 4, 5 &amp; 6 Online Subscriptions</u></b></p> <ul style="list-style-type: none"> <li>Essential Assessments (\$10)</li> <li>AUSLAN Program (\$50)</li> </ul>	<b>\$60.00</b>
<p><b><u>Y3, 4, 5 &amp; 6</u></b></p> <p>ICT Devices – provision of devices from the shared classroom sets.</p>	<b>\$10.00</b>
<p><b><u>Y3, 4, 5 &amp; 6</u></b></p> <p>Printing and photocopying of worksheets and learning materials</p>	<b>\$20.00</b>
Other Contributions - for non-curriculum items and activities	Amount
Student wellbeing programs – Social Worker, School Wide Positive Behaviour (SWPB), Values Certificates,	<b>\$5.00</b>
First aid equipment, tissues, bandaids, wipes etc.	<b>\$5.00</b>
School Sports Victoria and District Sports Affiliation	<b>\$15.00</b>
School grounds maintenance and improvements (suggested amount)	<b>\$50.00</b>
Tax deductible contributions	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. (Suggested amount - \$50.00)	<b>\$</b>
<b>Total Amount (or \$270.00 including your tax-deductible contribution)</b>	<b>\$220.00</b>



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## Extra-Curricular Items and Activities

Kent Park 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.

Extra-Curricular Items and Activities	Amount
<i>Optional excursions and incursions will be scheduled throughout the year.</i>	TBA
<i>Optional Interschool Sports program, athletics &amp; cross country</i>	TBA
<i>Optional Swimming and Water Safety Program</i>	TBA

## TOTAL

Category	
Curriculum Contributions	\$145.00
Other Contributions	\$75.00 or \$125.00
Total Amount	\$220.00 or \$270.00

## Payment methods

We offer a variety of payment options to assist our families, including Compass, EFTPOS or Cash.

## Refunds

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

## Financial Support for Families

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

- the Camps, Sports and Excursions Fund (CSEF)
- State Schools Relief

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

**Kieran Denver or Sue Mayne**

Ph: 03 9763 8055 | Email: [kent.park.ps@education.vic.gov.au](mailto:kent.park.ps@education.vic.gov.au)



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## **EDUCATIONAL ITEMS FOR STUDENTS TO OWN (Student Bookpacks)**

Dear Parents,

Many thanks for supporting Kent Park PS with the online portal. We have partnered with Maxim Office Group Pty Ltd to ensure a seamless school start for 2023. Packs will be delivered to the school for collection.

If you have any questions, please call Maxim on 1800 25 35 35 and press option 1.

Please note Ordering options and cut off dates below –

**“Early Bird Orders” (for collection of books prior to end of 2022 school year), must be placed by **MONDAY 28th NOVEMBER, 2022**, for collection on dates below.**

- **Wednesday 14<sup>th</sup> December, 2022 between 8.45am – 10.00am** or
- **Thursday 15<sup>th</sup> December, 2022 between 3.00pm – 4.00pm.**

\* **Orders placed after Monday 28<sup>th</sup> November (for collection before the start of the 2023 school year), can be placed up until **MONDAY 16<sup>th</sup> JANUARY, 2023** for collection on the date and times below.**

- **FRIDAY 27<sup>th</sup> JANUARY, 2023 between 8.45am–10.00am and 3.00pm–4.00pm.**

**\*Nb: Orders can still be placed after the 16<sup>th</sup> January, but may take up to two weeks to arrive after the school year has begun.**

## **HOW TO ONLINE ORDER WITH MAXIM OFFICE GROUP PTY LTD**

To order your Bookpack:

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: **KENTPARKPS** \*Please note this is capital sensitive. Please enter code as displayed in screen.
3. Select the year level required for order
4. Please ensure that the students' name, your name and contact details are given and correct
5. Select 'Place order'
6. If purchasing more than one booklist, please select 'Add another booklist' and follow the same procedure from step 3
7. Select 'Proceed to payment options'
8. Your total payment amount required will display on screen
9. Select 'Pay Now'
10. Please choose your check-out option – Credit/ Direct Debit available. Ensure payment details are correctly entered
11. You will receive a payment receipt and an order confirmation to the email address you provided
12. Your child's pack/s will be delivered to the school for collection

Thank you,  
Maxim Office Group Pty Ltd





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## Y3-4 Stationery Items

Catalogue Page #	Stock Code	Description	Qty	Price	Total
163	L140972	Educ8 Grid Book A4 10mm 96 Page 70gsm EACH	2	\$0.99	\$1.98
	NP5001	Notepad A4 80 Leaf Newsprint Ruled	1	\$1.20	\$1.20
143	ERM320	Eraser Radius Large EACH	2	\$0.25	\$0.50
177	975188	Ruler 40cm clear plastic	1	\$0.83	\$0.83
182	JP708SG	Scissors - School Right Handed 150mm Red	2	\$1.11	\$2.22
139	9715	Sharpener Pencil Plastic Double Hole	1	\$0.35	\$0.35
230	ECF003	Educ8 Clipfolder Red/Black	1	\$3.10	\$3.10
57	33-00098	UHU Magic Blue Glue Stick 40g	4	\$3.00	\$12.00
	DISTUD	Bound Student Diary A5 2023	1	\$1.20	\$1.20
176	MPP34	Pencil Case 330 x 135mm	1	\$2.18	\$2.18
132	LE1111HB	FABER CASTELL Graphite Pencil HB	5	\$0.20	\$1.00
126	L364-1	Highlighter Textsurfer Yellow EACH	1	\$1.59	\$1.59
133	83011	Educ8 Coloured Pencils Assorted Pack 12	1	\$1.75	\$1.75
82	58-8610	Crayola Educational Markers Washable Super Tip Pack 10	1	\$3.27	\$3.27
234	FCED001	PP Wallet FC Blue	1	\$1.30	\$1.30
283	49062	Verbatim Store N Go 8GB USB Drive	1	\$6.15	\$6.15
116	351 WP6	Staedtler Lumocolor Whiteboard Marker Wallet 6	1	\$14.40	\$14.40
158	SB1064	Educ8 Circus Scrapbook 64 Page 100gsm	2	\$1.12	\$2.24
162	L140846	Educ8 18mm Writing Book Dotted 3rds 64p	11	\$1.10	\$12.10
203	CBG	Calico Bags Green	1	\$0.00	\$0.00

Notes:

**SubTotal: \$69.36**

**G.S.T: \$6.94**

**Total: \$76.30**



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## Year 5-6 Stationery Items

Catalogue Page #	Stock Code	Description	Qty	Price	Total
163	L140972	Educ8 Grid Book A4 10mm 96 Page 70gsm EACH	2	\$0.99	\$1.98
	NP5001	Noteepad A4 80 Leaf Newsprint Ruled	1	\$1.20	\$1.20
177	975188	Ruler 40cm clear plastic	1	\$0.83	\$0.83
182	JP706SG	Scissors - School Right Handed 150mm Red	1	\$1.11	\$1.11
17 & 55	30840734	Glue Stick Bostik 35 gram 30800454	4	\$1.91	\$7.64
176	M037320	Micador Case Licorice Allsorts Skinny	1	\$2.65	\$2.65
132	L110HB	Staedtler Tradition HB EACH	4	\$0.45	\$1.80
126	L364-1	Highlighter Textsurfer Yellow EACH	1	\$1.59	\$1.59
134	68-4012	Crayola Coloured Pencils Pack 12	2	\$2.47	\$4.94
82	58-8810	Crayola Educational Markers Washable Super Tip Pack 10	2	\$3.27	\$6.54
144	L82-188740	Eraser Faber Castell Student Medium EACH	4	\$0.25	\$1.00
113	LS0957140	Papermate Inkjoy 1.0mm Red EACH	2	\$0.30	\$0.60
113	LS0957130	Papermate Inkjoy 1.0mm Blue EACH	4	\$0.30	\$1.20
90	L334-9	Staedtler Triplus Pen Fineliner Black EACH	2	\$1.90	\$3.80
140	8534755	Sharpener Pencil Maped Shaker Double Hole	1	\$0.98	\$0.98
230	ECF001	Educ8 Clipfolder Blue/Black	1	\$3.10	\$3.10
228	CFEDP002	Display Book Clearfront Black A4 Refillable 20 Pocket	1	\$1.40	\$1.40
24	675-655UC	Post-It 98x98mm Ultra Lined Assorted 675-655UC Pack 6	1	\$19.32	\$19.32
114	157946	Artline 579 W'Board Chisel Wallet 6 Blk, Red, Blu, Gm, Pnk, Pur	1	\$16.50	\$16.50
159	L140966	Educ8 A4 8mm 96 Page Exercise Book 70gsm	7	\$0.96	\$6.72
162	L140844	Educ8 14mm Project Book Dotted 3rds 335 x 245mm 64 Pg EACH	1	\$1.10	\$1.10
125	L4-345011	Edding 345 Highlighter Green	1	\$0.86	\$0.86
233	EPP102	PP Envelope A4 with Button Clear	1	\$0.75	\$0.75
257	516009B	Crayola Chalkboard/Whiteboard Eraser	1	\$2.45	\$2.45

Notes:

SubTotal: \$90.06  
 G.S.T: \$9.01  
 Total: \$99.07

# 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.