



# 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 **Prep to Year 2** 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 Bookbags for 2023 (see options below).***

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

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>Prep, Y1 &amp; Y2</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.– (\$25)</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>\$60.00</b>
<p><b><u>Prep, Y1 &amp; Y2 Online Subscriptions</u></b></p> <ul style="list-style-type: none"> <li>• Maths Seeds (\$20)</li> <li>• Reading Eggs (\$20)</li> <li>• Essential Assessments (\$10)</li> <li>• AUSLAN Program (\$50)</li> </ul>	<b>\$100.00</b>
<p><b><u>Prep, Y1 &amp; Y2</u></b></p> <p>ICT Devices – provision of devices from the shared classroom sets.</p>	<b>\$10.00</b>
<p><b><u>Prep, Y1 &amp; Y2</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, band-aids, wipes etc.	<b>\$5.00</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>Total Amount (or \$300 including your tax-deductible contribution)</b>	<b>\$250.00</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	
<b>Curriculum Contributions</b>	<b>\$190.00</b>
<b>Other Contributions</b>	<b>\$60.00 or \$110.00</b>
<b>Total Amount</b>	<b>\$250.00 or \$300.00</b>

## 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)

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



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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 Backpack:

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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## Prep Stationery Items

Catalogue Page #	Stock Code	Description	Qty	Price	Total
230	ECF001	Educ8 Clipfolder Blue/Black	1	\$3.10	\$3.10
17 & 55	30840734	Glue Stick Bostik 35 gram 30800454	12	\$1.91	\$22.92
176	M037320	Micador Case Licorice Allsorts Skinny	1	\$2.65	\$2.65
130	L1285-1	Staedtler Jumbo Triangular Pencil 2B EACH	8	\$0.71	\$5.68
133	TRIJB12	Educ8 Triangular Jumbo Coloured Pencils Pk 12	1	\$3.95	\$3.95
220	9780648237327	My Home Reading Journal KLUWELL Yellow Level	1	\$4.50	\$4.50
86	ETC001	Educ8 Twist Crayons Pk 12	2	\$3.50	\$7.00
279	41645	Verbatim Headset with Volume Control	1	\$13.85	\$13.85
182	JP708SG	Soissors - School Right Handed 150mm Red	1	\$1.11	\$1.11
234	FCED001	PP Wallet FC Blue	1	\$1.30	\$1.30
230	ECF003	Educ8 Clipfolder Red/Black	1	\$3.10	\$3.10
207	9781741250879	Targeting Handwriting for Vic Prep	1	\$13.65	\$13.65
	9780170129046	My PM Word Book	1	\$7.23	\$7.23
	81-50346	Sharpener Faber Castell WAVE 2 Hole with catch	1	\$1.10	\$1.10
165	LMSB064	Educ8 Mega Story Book 335 x 245mm 64pg 24mm Dotted Thirds	1	\$1.30	\$1.30
158	SB1064	Educ8 Circus Scrapbook 64 Page 100gsm	5	\$1.12	\$5.60
162	L140842	Educ8 24mm Project Book Dotted 3rds 335 x 245mm 64 Pg EACH	2	\$1.10	\$2.20
23	5854-21	Cube Notes Ass. Pk of 6 80 Sht Blocks Neon Cols.	1	\$10.45	\$10.45
115	L4364BK	MonAmi Whiteboard Marker Black EACH	6	\$1.29	\$7.74
201	ERPBT26	Plastic Book Tub PLAYFUL LIGHT BLUE	1	\$7.73	\$7.73
203	CBP	Calico Bags Purple	1	\$0.00	\$0.00

Notes:

SubTotal: \$126.16  
 G.S.T: \$12.62  
 Total: \$138.78



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## Year 1 Stationery Items

Catalogue Page #	Stock Code	Description	Qty	Price	Total
220	9780648237327	My Home Reading Journal KLUWELL Yellow Level	1	\$4.50	\$4.50
130	L12-116572-2B	Faber Castell Triangular 2B Pencils Junior Grip EACH	12	\$0.42	\$5.04
230	ECF001	Educ8 Clipfolder Blue/Black	1	\$3.10	\$3.10
207	9781741250886	Targeting Handwriting for VIC Year 1	1	\$13.65	\$13.65
214	9780732991760	My Wordbook for VIC Macquarie	1	\$7.88	\$7.88
129	L622100RED	Copperplate Red Correction Pencil Each	8	\$0.75	\$6.00
182	JP708SG	Scissors - School Right Handed 150mm Red	2	\$1.11	\$2.22
167	NP1005	Writing Pads A5 100 Leaf Ruled	1	\$0.96	\$0.96
83	MAW750	Micador Colourfun Markers Wallet 12	1	\$4.50	\$4.50
56	30840737	Glue Stick - Blu Stick 35 gram 30603336	8	\$2.07	\$16.56
176	M037320	Micador Case Licorice Allsorts Skinny	1	\$2.65	\$2.65
	MCP1321	Micador Fruit Crush Pencil Case Orange	1	\$3.10	\$3.10
136	185 C24	Noris Club Coloured Pencils Pack 24	1	\$7.25	\$7.25
234	FCED001	PP Wallet FC Blue	1	\$1.30	\$1.30
80	51-88-PSN	Faber Castell Playsafe Medium Tip Markers Pack 12	1	\$6.22	\$6.22
177	RWE30	Ruler 30cm Wooden Micador Essential Each	1	\$0.50	\$0.50
230	ECF003	Educ8 Clipfolder Red/Black	1	\$3.10	\$3.10
86	ETC001	Educ8 Twist Crayons Pk 12	1	\$3.50	\$3.50
144	L82-187121	Faber Castell Dust Free Eraser Black Each	1	\$0.84	\$0.84
115	L4364BK	MonAmi Whiteboard Marker Black EACH	3	\$1.29	\$3.87
	81-50346	Sharpener Faber Castell WAVE 2 Hole with catch	1	\$1.10	\$1.10
115	L4364BL	MonAmi Whiteboard Marker Blue EACH	3	\$1.29	\$3.87
125	L4-345008	Edding 345 Highlighter Orange	1	\$0.86	\$0.86
23	5854-21	Cube Notes Ass. Pk of 6 80 Sht Blocks Neon Cols.	1	\$10.45	\$10.45
162	L140847	Educ8 24mm Writing Book Dotted 3rds 64pg 70gsm	7	\$1.10	\$7.70
158	SB1064	Educ8 Circus Scrapbook 64 Page 100gsm	3	\$1.12	\$3.36
162	L140842	Educ8 24mm Project Book Dotted 3rds 335 x 245mm 64 Pg EACH	2	\$1.10	\$2.20
203	CBR	Calico Bags Red	1	\$0.00	\$0.00

Notes:

**SubTotal: \$126.28**

**G.S.T: \$12.63**

**Total: \$138.91**



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## Year 2 Stationery Items

Catalogue Page #	Stock Code	Description	Qty	Price	Total
80	51-88-PSN	Faber Castell Playsafe Medium Tip Markers Pack 12	1	\$6.22	\$6.22
167	NP1005	Writing Pads A5 100 Leaf Ruled	1	\$0.96	\$0.96
234	FCED001	PP Wallet FC Blue	1	\$1.30	\$1.30
177	RWE30	Ruler 30cm Wooden Micador Essential Each	1	\$0.50	\$0.50
182	JP706SG	Scissors - School Right Handed 150mm Red	2	\$1.11	\$2.22
129	L622100RED	Copperplate Red Correction Pencil Each	6	\$0.75	\$4.50
83	MAW750	Micador Colourfun Markers Wallet 12	1	\$4.50	\$4.50
176	M037320	Micador Case Licorice Allsorts Skinny	1	\$2.65	\$2.65
220	9780648237327	My Home Reading Journal KLUWELL Yellow Level	1	\$4.50	\$4.50
136	185 C24	Noris Club Coloured Pencils Pack 24	1	\$7.25	\$7.25
	MCP1321	Micador Fruit Crush Pencil Case Orange	1	\$3.10	\$3.10
132	L1102B	Staedtler Tradition Hexagonal Pencils 2B EACH	8	\$0.45	\$3.60
56	30840737	Glue Stick - Blu Stick 35 gram 30603336	6	\$2.07	\$12.42
230	ECF001	Educ8 Clipfolder Blue/Black	1	\$3.10	\$3.10
207	9781741250893	Targeting Handwriting for VIC Year 2	1	\$13.65	\$13.65
230	ECF003	Educ8 Clipfolder Red/Black	1	\$3.10	\$3.10
130	L12-116572-2B	Faber Castell Triangular 2B Pencils Junior Grip EACH	4	\$0.42	\$1.68
86	ETC001	Educ8 Twist Crayons Pk 12	1	\$3.50	\$3.50
144	L82-187121	Faber Castell Dust Free Eraser Black Each	1	\$0.84	\$0.84
115	L4364BK	MonAmi Whiteboard Marker Black EACH	2	\$1.29	\$2.58
	81-50346	Sharpener Faber Castell WAVE 2 Hole with catch	2	\$1.10	\$2.20
115	L4364BL	MonAmi Whiteboard Marker Blue EACH	2	\$1.29	\$2.58
125	L4-345005	Edding 345 Highlighter Yellow	1	\$0.86	\$0.86
125	L4-345006	Edding 345 Highlighter Orange	1	\$0.86	\$0.86
23	5854-21	Cube Notes Ass. Pk of 6 80 Sht Blocks Neon Cols.	1	\$10.45	\$10.45
162	L140846	Educ8 18mm Writing Book Dotted 3rds 64p	6	\$1.10	\$6.60
158	SB1064	Educ8 Circus Scrapbook 64 Page 100gsm	2	\$1.12	\$2.24
203	CBBL	Calico Bags Blue	1	\$0.00	\$0.00

Notes:

**SubTotal: \$107.96**

**G.S.T: \$10.80**

**Total: \$118.76**

# 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.