

28 November 2022

Dear Parents/Guardians,

Wheelers Hill Primary School is looking forward to another great year of teaching and learning and would like to advise you of Wheelers Hill Primary School's voluntary financial contributions for 2023.

Over many years, Wheelers Hill Primary School has provided students with high-quality education programs, resources, facilities, and grounds. We trust these can continue through your financial support in 2023.

We provide exceptional literacy and numeracy programs. Our flagship MSL program has resulted in excellent outcomes in teaching our students to read, write, and spell. As a result, our literacy and numeracy NAPLAN results are among the highest in the state.

Schools provide students with free instruction to fulfil the standard Victorian curriculum, and we want to assure you that all contributions are voluntary. For further information on the Department's Parent [Payments Policy](#), please see a one-page overview attached.

Our school provided a range of first-class specialist programs over the years, such as Mandarin, French, Visual Arts, Performing Arts, STEM, and Physical Education. In 2023, we will be introducing a specialist Library program.

In addition, WHPS has provided students with a high standard of ICT resourcing and infrastructure. We have supported and developed the BYOD program in Years 4,5, and 6, enhancing these students' ICT skills and knowledge. In Year Prep-3, we have provided generous resources and support of devices and ICT programs to prepare our students for the BYOD program and beyond.

The school has also been able to develop and maintain its buildings and grounds to a high standard. We have been providing top-quality learning and play spaces for our students and adding additional play spaces and areas over the last few years. In 2023, we aim to develop the prep play space behind the BER building.

As the Department of Education only provides the school with a limited amount of student-based funding for a basic standard of curriculum delivery, we have relied on parent contributions over the last few years to develop and maintain a high quality of education and resources.

Therefore for 2023, we ask and encourage you to contribute to our school. Without your support and the subsequent lack of funds, we may have to reduce funding and cut several of our programs and resources.

The ongoing support of our families ensures that our School can offer the best quality possible education and support for our students.

We thank you in advance for your support.

Yours sincerely,

**Michael Ramsey**

Principal

**Dina Pogrebnoy**

School Council President

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## Curriculum Contributions

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### Educational items for students to own

Each year, we publish a list of recommended items for your child to individually own and use at school. All lists are published on the Compass Parent Portal for download.

Parents can bring the items required from home, purchase individual items, or purchase whole packs directly from the wholesaler, Maxim Office Group and have them delivered directly to the school classroom.

### How to online order with Maxim Office Group Pty Ltd

Orders must be placed by Monday 19<sup>th</sup> of December 2022 to ensure delivery is on time, for the start of the school year. Packs will be delivered directly to your child's classroom for the first day of school.

All late orders will incur a delivery fee and the packs delivered to your home address.

### TO ORDER YOUR BOOKPACK:

Please follow this link: <http://www.maxim.booklists.com.au>

Your access code is: **WHEELERSHP**

*\*Please note this is capital sensitive. Please enter the code as displayed on the screen.*

- Select the year level required for the order
- At this stage, you can print the list if you wish to purchase your own stationary
- Please ensure that the student's name, your name, and contact details are given and correct
- Select 'Place order'
- If purchasing more than one booklist, please select 'Add another booklist' and follow the same procedure from step 3
- Select 'Proceed to payment options'
- Your total payment amount required will display on the screen
- Select 'Pay Now'
- Please choose your check-out option – Credit/ Direct Debit available. Ensure payment details are correctly entered
- You will receive a payment receipt and an order confirmation to the email address you provided

Your child's pack/s will be delivered to the school and will be in their classroom on the first day of school.

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## Extra-Curricular Items and Activities – provided on a user-pays basis (e.g. camps, excursions, and incursions)

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Wheelers Hill Primary 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 (payments via Compass).

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## Other Voluntary Contributions

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### Tax-Deductible Contributions

**Library Fund** (*tax-deductible*): The contribution goes towards purchasing fiction, non-fiction, electronic books, online literacy resources, and other tools for the library and literacy programs. In 2022 the library fund was used to establish and furnish a new library space in the BER building. In 2023 we intend to use these funds to support the library and literacy programs. Including replacing and renewing take-home readers, replacing library books, and purchasing books and resources for the MSL program.

**Building Maintenance Fund** (*tax-deductible*): The contribution goes towards the maintenance and upkeep of the school buildings, such as painting, carpeting, repairs, and maintaining the facilities in a safe and tidy manner. In 2023 we intend to use these funds to continue to: improve and maintain the school buildings, such as replacing carpets, installing new air-conditioners, painting, replacing security gates, and if funds allow, refurbishing the first aid room to provide a more modern and comfortable space.

### Educational Excellence Fund

The Education Excellence Fund contributes to purchasing and enhancing school learning resources for reading, writing, numeracy, inquiry, and our wide range of specialist programs such as PE, Visual Arts, Performing Arts, STEM, French, and Mandarin. The Department of Education provides a limited amount of student-based funding for a basic standard of curriculum delivery. Hence, a contribution to this fund assists our School in providing and maintaining a wide range of high-quality teaching and learning programs. In 2023 funds will be directed to support these programs and maintain a high standard of educational excellence Wheelers Hill Primary School provides.

### Grounds Maintenance Fund

This contribution goes towards the maintenance and upkeep of the school grounds, such as soft fall mulch for the playgrounds, tree planting, mowing, and grounds maintenance. In 2023, we intend to use these funds to continue improving and maintaining the school grounds, gardens, and play space by the BER building.

### First Aid

This contribution provides; first aid resources (such as EPI pens, first aid kits for excursions, and PPE equipment, icepacks, bandages), and other equipment to provide a healthy environment.

\*\* Information and policy regarding Parent Payments can be found on the DET website: [Parent Payments: Policy | education.vic.gov.au](https://www.education.vic.gov.au/parent-payments)

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## List of Student Core/Essential Learning Items 2023

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### Curriculum Consumables

#### Literacy

Classroom learning materials: paper shapes, glue, tapes, workbooks, readers, and classroom learning project materials.

Multi-Sensory Learning – decodable readers, project paper, tapes, and glues.

Digital learning subscriptions – Reading Eggs/Eggs Press, Nessy Online, Cars & Stars online, Scriibi.

#### Numeracy

Classroom learning materials: papers, shapes, glue, tapes, workbooks, maths kits, and classroom learning resources.

Digital learning subscriptions: Mathletics and Mathseeds.

#### STEM

ICT Stem Program: consumables, 3D printing filament, science project materials, and learning resources.

ICT: Provision & upkeep of school devices, peripherals, and ICT class sets, device configuration & maintenance.

#### Arts

Visual Art consumables: cardboard, paper, paste, paint, glues, and various craft items.

Music: sheet music and learning resources.

#### Inquiry Learning

Inquiry Learning Consumables: Classroom project materials, paper, paints, glues, and Shark Stall learning resources.

Digital learning subscription: Brain Pop, Manga High

#### LOTE

Languages: LOTE classroom consumables including LOTE day art and craft supplies, learning worksheets, and resources.

#### Other Student Learning:

Essential Assessment: Assessment and recording of student numeracy and literacy information

Compass: Parent & Student portal for downloading student reports and communication.

Personal & Social capabilities program resources: Resilience Student Workbook.

### **Financial Support for Families**

Wheelers Hill Primary understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports, and Excursions Fund
- Payment plans for Extra-Curricular Items and Activities
- Principal's Discretionary Fund

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: *Larissa Clark, Business Manager*. Ph: 03 95613457 Email: [wheelers.hill.ps@education.vic.gov.au](mailto:wheelers.hill.ps@education.vic.gov.au)

### **Payment methods**

All payments for student curriculum contributions and voluntary payments are to be paid via Compass.

Student Book Pack of essential learning items can be ordered directly from Maxim Office Group.

Parents can choose to make voluntary contributions in instalments, nominating the date and quantities. Please contact the school Office to make arrangements.

### **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 Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.

Curriculum Contributions: Where payment has been received for the curriculum contributions and the student is exiting the school, a pro-rata refund, dependent on the number of terms the student has been enrolled at the school for, may be applicable. Please note digital subscriptions are activated at the start of the school year and are non-refundable or transferable.

Extra-Curricular items and Activities: Students withdrawing from camps, excursions and extra-curriculum activities can request a refund. A refund (less any non-refundable deposit) may be payable to the parent/guardian after the event has occurred if the withdrawal from the activity is due to unavoidable circumstances i.e., illness. Proof may be required e.g., a medical certificate.

Where the school is charged a 'group fee' as opposed to a 'per head fee', a refund cannot be calculated until all associated costs have been met.

Year Level: Foundation

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum		Amount
<i>Classroom consumables, materials &amp; equipment (Prep 2023)</i>		
English Learning materials	15	<b>\$150</b>
Multi-Sensory Learning materials	25	
Math Learning materials	15	
ICT STEM consumables	5	
ICT maintenance	10	
Visual Arts supplies	20	
Music worksheets	5	
Inquiry Learning supplies	15	
LOTE - French & Mandarin	10	
Compass Student & parent portal	5	
Resilience journal & workbook	25	
<i>Digital Online subscriptions</i>		
Mathseeds	18	<b>\$54</b>
Manga High	-	
Mathletics	-	
Reading Eggs/Eggs press	-	
Nessy	8	
Cars & Stars	-	
Essential Assessment	-	
Scriibi	20	
BrainPOP	8	
<b>Total Curriculum Contributions</b>		<b>\$204</b>

Other Contributions - for non-curriculum items and activities	Amount
<b>Education Excellence:</b> The Education Excellence Fund contributes to purchasing and enhancing school learning resources for reading, writing, numeracy, inquiry, and our wide range of specialist programs such as PE, Visual Arts, Performing Arts, STEM, French, and Mandarin. (Suggested amount per student is \$250)	\$
<b>First aid equipment:</b> This contribution provides; first aid resources (such as EPI pens, first aid kits for excursions, and PPE equipment), and other equipment to provide a COVID-safe environment. (Suggested amount per family is \$25)	\$
<b>School grounds maintenance and improvements:</b> This contribution goes towards the maintenance and upkeep of the school grounds, such as soft fall mulch for the playgrounds, tree planting, mowing and grounds maintenance (suggested amount per family \$100)	\$
<b>Total Other Contributions</b>	<b>\$</b>

Tax-deductible contributions	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure (Suggested - \$150).	\$
<b>Library Fund:</b> A tax-deductible contribution to support library resources (Suggested - \$100).	\$

Year Level: 1

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum		Amount
<i>Classroom consumables, materials &amp; equipment (Year 1 2023)</i>		
English Learning materials	15	\$140
Multi-Sensory Learning materials	15	
Math Learning materials	15	
ICT STEM consumables	5	
ICT maintenance	10	
Visual Arts supplies	20	
Music worksheets	5	
Inquiry Learning supplies	15	
LOTE - Mandarin	10	
Compass Student & parent portal	5	
Resilience Journal & Workbook	25	
<i>Digital Online subscriptions</i>		
Mathseeds	18	\$64
Manga High	-	
Mathletics	-	
Reading Eggs/Eggs press	-	
Nessy	9	
Cars & Stars	-	
Essential Assessment	9	
Scriibi	20	
BrainPOP	8	
<b>Total Curriculum Contributions</b>		<b>\$204</b>

Other Contributions - for non-curriculum items and activities	Amount
<b>Education Excellence:</b> The Education Excellence Fund contributes to purchasing and enhancing school learning resources for reading, writing, numeracy, inquiry, and our wide range of specialist programs such as PE, Visual Arts, Performing Arts, STEM, French, and Mandarin. (Suggested amount per student is \$250)	\$
<b>First aid equipment:</b> This contribution provides; first aid resources (such as EPI pens, first aid kits for excursions, and PPE equipment), and other equipment to provide a COVID-safe environment. (Suggested amount per family is \$25)	\$
<b>School grounds maintenance and improvements:</b> This contribution goes towards the maintenance and upkeep of the school grounds, such as soft fall mulch for the playgrounds, tree planting, mowing and grounds maintenance (suggested amount per family \$100)	\$
<b>Total Other Contributions</b>	<b>\$</b>

Tax-deductible contributions	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure (Suggested - \$150).	\$
<b>Library Fund:</b> A tax-deductible contribution to support library resources (Suggested - \$100).	\$

Year Level: 2

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum		Amount
<i>Classroom consumables, materials &amp; equipment (Year 2 2023)</i>		
English Learning materials	10	\$115
Multi-Sensory Learning materials	5	
Math Learning materials	10	
ICT STEM consumables	5	
ICT maintenance	10	
Visual Arts supplies	20	
Music worksheets	5	
Inquiry Learning supplies	10	
LOTE - French	10	
Resilience Journal & Workbook	25	
Compass student & parent portal	5	
<i>Digital Online subscriptions</i>		
Mathseeds	-	\$105
Manga High	-	
Mathletics	18	
Reading Eggs/Eggs press	18	
Nessy	9	
Cars & Stars	23	
Essential Assessment	9	
Scriibi	20	
BrainPOP	8	
<b>Total Curriculum Contributions</b>		<b>\$220</b>

Other Contributions - for non-curriculum items and activities	Amount
<b>Education Excellence:</b> The Education Excellence Fund contributes to purchasing and enhancing school learning resources for reading, writing, numeracy, inquiry, and our wide range of specialist programs such as PE, Visual Arts, Performing Arts, STEM, French, and Mandarin. (Suggested amount per student is \$250)	\$
<b>First aid equipment:</b> This contribution provides; first aid resources (such as EPI pens, first aid kits for excursions, and PPE equipment), and other equipment to provide a COVID-safe environment. (Suggested amount per family is \$25)	\$
<b>School grounds maintenance and improvements:</b> This contribution goes towards the maintenance and upkeep of the school grounds, such as soft fall mulch for the playgrounds, tree planting, mowing and grounds maintenance (suggested amount per family \$100)	\$
<b>Total Other Contributions</b>	<b>\$</b>

Tax-deductible contributions	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure (Suggested - \$150).	\$
<b>Library Fund:</b> A tax-deductible contribution to support library resources (Suggested - \$100).	\$



Year Level: 3

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum		Amount
<i>Classroom consumables, materials &amp; equipment (Year 3 2023)</i>		
English Learning materials	10	\$115
Multi-Sensory Learning materials	5	
Math Learning materials	10	
ICT STEM consumables	5	
ICT maintenance	10	
Visual Arts supplies	20	
Music worksheets	5	
Inquiry Learning supplies	10	
LOTE - Mandarin	10	
Resilience Journal & Workbook	25	
Compass student & parent portal	5	
<i>Digital Online subscriptions</i>		
Mathseeds	-	\$105
Manga High	-	
Mathletics	18	
Reading Eggs/Eggs press	18	
Nessy	9	
Cars & Stars	23	
Essential Assessment	9	
Scriibi	20	
BrainPOP	8	
<b>Total Curriculum Contributions</b>		<b>\$220</b>

Other Contributions - for non-curriculum items and activities	Amount
<b>Education Excellence:</b> The Education Excellence Fund contributes to purchasing and enhancing school learning resources for reading, writing, numeracy, inquiry, and our wide range of specialist programs such as PE, Visual Arts, Performing Arts, STEM, French, and Mandarin. (Suggested amount per student is \$250)	\$
<b>First aid equipment:</b> This contribution provides; first aid resources (such as EPI pens, first aid kits for excursions, and PPE equipment), and other equipment to provide a COVID-safe environment. (Suggested amount per family is \$25)	\$
<b>School grounds maintenance and improvements:</b> This contribution goes towards the maintenance and upkeep of the school grounds, such as soft fall mulch for the playgrounds, tree planting, mowing and grounds maintenance (suggested amount per family \$100)	\$
<b>Total Other Contributions</b>	<b>\$</b>

Tax-deductible contributions	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure (Suggested - \$150).	\$
<b>Library Fund:</b> A tax-deductible contribution to support library resources (Suggested - \$100).	\$

Year Level: 4

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum		Amount
<i>Classroom consumables, materials &amp; equipment (Year 4 2023)</i>		
English Learning materials	10	\$130
Multi-Sensory Learning materials	5	
Math Learning materials	15	
ICT STEM consumables	10	
ICT maintenance	15	
Visual Arts supplies	20	
Music worksheets	5	
Inquiry Learning supplies	10	
LOTE - French	10	
Resilience Journal & Workbook	25	
Compass student & parent portal	5	
<i>Digital Online subscriptions</i>		
Mathseeds	-	\$93
Manga High	14	
Mathletics	-	
Reading Eggs/Eggs press	18	
Nessy	-	
Cars & Stars	23	
Essential Assessment	9	
Scriibi	20	
BrainPOP	9	
<b>Total Curriculum Contributions</b>		<b>\$223</b>

Other Contributions - for non-curriculum items and activities	Amount
<b>Education Excellence:</b> The Education Excellence Fund contributes to purchasing and enhancing school learning resources for reading, writing, numeracy, inquiry, and our wide range of specialist programs such as PE, Visual Arts, Performing Arts, STEM, French, and Mandarin. (Suggested amount per student is \$250)	\$
<b>First aid equipment:</b> This contribution provides; first aid resources (such as EPI pens, first aid kits for excursions, and PPE equipment), and other equipment to provide a COVID-safe environment. (Suggested amount per family is \$25)	\$
<b>School grounds maintenance and improvements:</b> This contribution goes towards the maintenance and upkeep of the school grounds, such as soft fall mulch for the playgrounds, tree planting, mowing and grounds maintenance (suggested amount per family \$100)	\$
<b>Total Other Contributions</b>	<b>\$</b>

Tax-deductible contributions	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure (Suggested - \$150).	\$
<b>Library Fund:</b> A tax-deductible contribution to support library resources (Suggested - \$100).	\$

Year Level: 5

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum		Amount
<i>Classroom consumables, materials &amp; equipment (Year 5 2023)</i>		\$135
English Learning materials	10	
Multi-Sensory Learning materials	5	
Math Learning materials	15	
ICT STEM consumables	10	
ICT maintenance	15	
Visual Arts supplies	20	
Music worksheets	5	
Inquiry Learning supplies	15	
LOTE - Mandarin	10	
Resilience Journal & Workbook	25	
Compass student & parent portal	5	
<i>Digital Online subscriptions</i>		\$75
Mathseeds	-	
Manga High	14	
Mathletics	-	
Reading Eggs/Eggs press	-	
Nessy	-	
Cars & Stars	23	
Essential Assessment	9	
Scriibi	20	
BrainPOP	9	
<b>Total Curriculum Contributions</b>		<b>\$210</b>

Other Contributions - for non-curriculum items and activities	Amount
<b>Education Excellence:</b> The Education Excellence Fund contributes to purchasing and enhancing school learning resources for reading, writing, numeracy, inquiry, and our wide range of specialist programs such as PE, Visual Arts, Performing Arts, STEM, French, and Mandarin. (Suggested amount per student is \$250)	\$
<b>First aid equipment:</b> This contribution provides; first aid resources (such as EPI pens, first aid kits for excursions, and PPE equipment), and other equipment to provide a COVID-safe environment. (Suggested amount per family is \$25)	\$
<b>School grounds maintenance and improvements:</b> This contribution goes towards the maintenance and upkeep of the school grounds, such as soft fall mulch for the playgrounds, tree planting, mowing and grounds maintenance (suggested amount per family \$100)	\$
<b>Total Other Contributions</b>	<b>\$</b>

Tax-deductible contributions	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure (Suggested - \$150).	\$
<b>Library Fund:</b> A tax-deductible contribution to support library resources (Suggested - \$100).	\$

Year Level: 6

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum		Amount
<i>Classroom consumables, materials &amp; equipment (Year 6 2023)</i>		
English Learning materials	10	\$135
Multi-Sensory Learning materials	5	
Math Learning materials	15	
ICT STEM consumables	10	
ICT maintenance	15	
Visual Arts supplies	20	
Music worksheets	5	
Inquiry Learning supplies	15	
LOTE - French	10	
Resilience Journal & Workbook	25	
Compass student & parent portal	5	
<i>Digital Online subscriptions</i>		
Mathseeds	14	\$75
Manga High	-	
Mathletics	-	
Reading Eggs/Eggs press	-	
Nessy	-	
Cars & Stars	23	
Essential Assessment	9	
Scriibi	20	
BrainPOP	9	
<b>Total Curriculum Contributions</b>		<b>\$210</b>

Other Contributions - for non-curriculum items and activities	Amount
<b>Education Excellence:</b> The Education Excellence Fund contributes to purchasing and enhancing school learning resources for reading, writing, numeracy, inquiry, and our wide range of specialist programs such as PE, Visual Arts, Performing Arts, STEM, French, and Mandarin. (Suggested amount per student is \$250)	\$
<b>First aid equipment:</b> This contribution provides; first aid resources (such as EPI pens, first aid kits for excursions, and PPE equipment), and other equipment to provide a COVID-safe environment. (Suggested amount per family is \$25)	\$
<b>School grounds maintenance and improvements:</b> This contribution goes towards the maintenance and upkeep of the school grounds, such as soft fall mulch for the playgrounds, tree planting, mowing and grounds maintenance (suggested amount per family \$100)	\$
<b>Total Other Contributions</b>	<b>\$</b>

Tax-deductible contributions	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure (Suggested - \$150).	\$
<b>Library Fund:</b> A tax-deductible contribution to support library resources (Suggested - \$100).	\$

## 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.