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## THOMAS MITCHELL PRIMARY SCHOOL

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November 2022

Dear parent/carer,

# PARENT PAYMENT REQUESTS FOR 2023 PREP/FOUNDATION

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 2023.

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 new classroom tables, chairs
- Upgrading some classrooms to ensure better working spaces for our students
- Extension program
- Enrichment opportunities
- Science and STEM program
- 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 a qualified and experienced School Nurse
- Additional equipment purchases, such as Lego, Spheros (robots), African Drums and other resources to support programs

In 2023, we would like your support to help us continue improvement projects such as:

- Building on, and updating our Digital Technologies, including iPads, student notebooks and robotics (as school owned and purchased equipment instead of parents providing under a Bring Your Own Device program)
- Additions to our playground equipment
- Maintenance to our Fake Grass and Soccer Pitch areas and general school grounds
- Renovate male and female student toilets
- Carpeting
- Painting
- Continue to build and replenish our Library resources.
- Employing a Wellbeing Coordinator – address student wellbeing and engagement, implantation 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 <https://www.officecorporate.com.au/thomas-mitchell-primary-school/>

If you pay for your child's books by Wednesday 21<sup>st</sup> December, delivery to school will be free of charge and guaranteed to be in your child's classroom ready for their first day of school in 2023.

You may purchase your child's books after this time; however we cannot guarantee delivery in time for the first day of school.

More details are on the attached flyer.

Please ensure you select the book pack appropriate to your child's 2023 year level. All optional items for each specific year level are shown in this section.

## 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 2023.

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 28<sup>th</sup> November 2022 to Thursday 15<sup>th</sup> December 2022.**
2. If you prefer to pay in 2023, we ask that you come into the school office or pay by phone on:  
**WEDNESDAY 25<sup>th</sup> JANUARY only** – note this date is before school commences on Monday 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 Tuesday 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 a one-page overview on page 8 of this document.

Yours sincerely,




Kathie Arnold  
Principal



Sallie Morrison  
School Council President



CURRICULUM CONTRIBUTION AND STUDENT MATERIALS Book List Items to be purchased by Parent – PREP/FOUNDATION	AMOUNT
 <p data-bbox="161 647 494 703">TMPS Foundation Booklist Pack</p> <p data-bbox="552 304 1110 367">Student educational books and materials to be purchased for individual student use</p> <p data-bbox="552 412 1190 510">Included on page 7 is a list of items that the school recommends you purchase from Office Corporate for your child to individually own and use.</p> <p data-bbox="552 555 1190 685">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 data-bbox="244 730 1098 761"><a href="https://www.officecorporate.com.au/thomas-mitchell-primary-school/">https://www.officecorporate.com.au/thomas-mitchell-primary-school/</a></p> <p data-bbox="156 804 1129 835">Prep/Foundation Classroom Materials Book List to be purchased for each student</p> <p data-bbox="156 880 1174 978">Prep/Foundation Satchels (1 x Share Book satchel, 1 x Library Book satchel) Satchels are optional items that can be purchased through our Book Supplier's online website or our Uniform Shop Supplier.</p> <p data-bbox="156 1023 1174 1086">If parents choose not to purchase these, we ask that you ensure your child brings two named waterproof bag to school for the same purposes.</p>	<p data-bbox="1230 804 1315 835">\$69.36</p> <p data-bbox="1230 880 1315 911">\$25.30</p>
<p data-bbox="156 1113 1018 1252">Online subscriptions for your child's own use during school and at home Essential Assessment Numeracy Essential Assessment Literacy Literacy Program</p> <p data-bbox="156 1296 1126 1359">Once purchased, your child will be provided with an individual login to access the programs at school or at home.</p> <p data-bbox="156 1404 1145 1467">You can purchase these programs via our Book Supplier's online website under the Booklist titled "Foundation"</p>	<p data-bbox="1230 1149 1299 1180">\$8.80</p> <p data-bbox="1230 1184 1299 1216">\$4.84</p> <p data-bbox="1230 1220 1315 1252">\$17.60</p>
<p data-bbox="148 1491 782 1523"><b>Total Curriculum Contributions &amp; Student Materials</b></p>	<p data-bbox="1222 1491 1323 1523"><b>\$125.90</b></p>

OTHER CONTRIBUTIONS For non-curriculum items and activities	SUGGESTED AMOUNT
Information Technology Support, Equipment and Programs	\$20
School Community Student Hardship Fund	\$5
School Grounds Maintenance and Improvements	\$10
School Nurse	\$10
<p data-bbox="148 2060 770 2092"><b>Total Other Contributions (suggested contribution)</b></p>	<p data-bbox="1222 2060 1270 2092"><b>\$45</b></p>

<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 2023	TBA
School Photos during March 2023	TBA
Water Awareness Program during 2023	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)

## TMPS Foundation Booklist Pack

- 1 x Writer Premium Exercise Book A4 24mm Dotted Thirds Ruling 64 Pages Ground Grass & Sky Bear
  - 1 x Writer Premium Story Book 330X240Mm A½ Plain A½ 24Mm Solid Ruled 64 Pages Drill
  - 6 x Scrap Book Megasaurus Bond 90gsm 330mm x 245mm 64 page
  - 3 x Writer Best Buddies Mega Scrap Book 64pg (Mandarin & Science)
  - 1 x Olympic Mini Scrapbook Minisaurus Bond 168mm x 240mm 64 Page
  - 1 x Faber-Castell Junior Grip Triangular Coloured Pencils Assorted Pack of 20 With Sharpener
  - 4 x Bostik Glue Stick CLEAR | 35Gm
  - 4 x Staedtler Natural Jumbo Triangular Pencil Graphite 2B | Each
  - 1 x Marbig Economy Flat File With Clear Front A4 Blue
  - 2 x Bibbulmun Whiteboard Marker Bullet Black 1-3mm | Each
  - 2 x A4 PP Refillable Display Book 20 pocket Black
  - 1 x A4 PP Refillable Display Book 20 pocket Black (Dance & Music)
  - 2 x Rosche Modern Range Executive Facial Tissue 190mmX200mm 2 Ply Box of 200
  - 1 x Phonic Whisper Phone Assorted Designs | Each
  - 1 x Moki Volume Kids Headphones ACC HPKB Blue
  - 1 x Squeaky Clean Magic Eraser Cleaning Sponge Heavy Duty 6x9.5cm | Pack 4
  - 1 x 440x320x150 Plain Shipping Box Packaging for Booklists 3C RSC | Each
  - Online subscriptions Essential Assessment Numeracy - All Students \$8 ex GST
  - Online subscriptions Essential Assessment Literacy - All Students \$4.40 ex GST
  - Online subscriptions Literacy Program - All Students \$16 ex GST
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- Optional Item/s to add to your fixed pack
  - 1 x PSW Library Book Bag Heavy Duty Royal Blue
  - 1 x PSW Library Book Bag Heavy Duty Navy Blue
  - Recommended School Fee Contributions
  - Information Technology \$20
  - School Community Hardship Fund \$5
  - School Grounds Maintenance & Improvements \$10
  - School Nurse \$10

### SUMMARY:

CATEGORY	TOTALS
Curriculum Contributions & Student Book List/materials	\$125.90
Other Contributions <i>(Non-tax deductible)</i>	\$45
Extra-Curricular Items and Activities	\$TBA
<b>Total</b>	<b>\$170.90</b>

# 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.



## Booklists & Curriculum Contributions

Stationery Pack ordering & online fee contributions will be available from: [Thurs 24th of November 2022](#)

<https://www.officecorporate.com.au/thomas-mitchell-primary-school/>

**Simply follow the below easy steps:**

1. Click on the link above or type it into your internet browser address bar.
2. This landing page will take you to your schools preselected booklists.
3. Select the booklist pack relevant to your child's year level, and select **ADD TO CART**
4. If you have more than one child at the school, you will need to go back and add a 2<sup>nd</sup> booklist.
5. To add optional extra's, such as Book bags for Foundation or Headphones for every other year level, locate the related product under the book pack and select ADD TO CART

RELATED PRODUCTS



Primary Pete Book Bag Heavy Duty Navy Blue

\$11.50 ~~\$12.00~~

ADD TO CART



Primary Pete Book Bag Heavy Duty Royal Blue

\$11.50 ~~\$12.00~~

ADD TO CART

RELATED PRODUCTS



Blue Volume Kids Headphones Option for Thomas Mitchell Prima

\$15.29 ~~\$27.21~~

ADD TO CART

RELATED PRODUCTS



Thomas Mitchell PS Booklist Moki Black Headphones With Mic

\$20.35 ~~\$36.84~~

ADD TO CART

You will also find optional contributions in this same section. You are welcome to simply ADD TO CART or first open each link so you can acquire further information about how you will be assisting the school with this recommended contribution,



Recommended Contributions



TMPS Contribution Information Technology (Optional)

\$20.00

ADD TO CART



Recommended Contributions



TMPS Contribution School Community Hardship (Optional)

\$5.00

ADD TO CART



Recommended Contributions



TMPS Contribution School Grounds Maintenance & Improvements

\$10.00

ADD TO CART



Recommended Contributions



TMPS Contribution School Nurse (Optional)

\$10.00

ADD TO CART

6. Go to the shopping cart icon on the top right of the page and select **VIEW CART**

7. Enter the Coupon Code **TMPS23** which enables you to receive free delivery up until December 21<sup>st</sup> 2022 (Any orders placed after this date will incur the delivery/late fee of \$6.95)

8. **Checkout Details:** Enter *Email Address, Your Name, Billing Address, Contact Phone Number* & *Please enter your students name in the Student Names Section so that their packages can be clearly labelled.*

**NOTE\*\* All deliveries will be going directly to Thomas Mitchell Primary School. No home delivery will occur**

+ Add purchase order number

Remarks optional

Student Names optional

9. **Payment Information:** Enter your credit card details into our secure checkout.

#### Online Ordering Site

<https://www.officecorporate.com.au/thomas-mitchell-primary-school/> will be live on Thursday 24th November 2022 ready to take orders. The site has been designed to be fully functional with Desktop PC's, tablets, iPads and all other mobile devices.

#### Packaging, Handling & Late Fees

FREE packaging and handling for all orders placed up to Wednesday December 21st for delivery directly to the school.

You must use the free freight coupon code for this to be take affect: **TMPS23**

Order after December 21st and there will be the \$6.95 inc GST freight/ late fee for all orders.

#### Delivery Expectations

All deliveries will be sent directly to Thomas Mitchell Primary School

Our commitment is to ensure all deliveries placed prior to Monday 16<sup>th</sup> of January will 100% be delivered in full to Thomas Mitchell Primary School by January 20<sup>th</sup> 2023. Any orders placed after this date will be consolidated and delivered at a second date to be confirmed with the school.

#### Missing Items:

Thomas Mitchell will contact Office Corporate directly regarding any missing items within 7 days of receiving deliveries.

#### Payment Methods:

Payment Methods available online are: Visa & Mastercard via secure payment. Your card will be charged immediately at the time you place the online order. A Tax Invoice will be emailed.

#### Product Substitution & Back Orders:

If a product is unavailable at the time of packing, the product may be substituted with a similar product of the same or greater value. If a product is unavailable and cannot be substituted the product will be placed on back order. Backordered items will be sent to your initial order address free of charge once they are available.

#### Education Team:

If at any time during the order process your require assistance please feel free to contact our friendly education team on: Ph **1300 855 085** or Email: [education@officecorporate.com.au](mailto:education@officecorporate.com.au)

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