



5<sup>th</sup> October 2021

Dear **Parents/Carers**,

Oatlands Primary School is looking forward to another great year of teaching and learning and would like to advise you of the voluntary financial contributions schedule for 2022.

Schools provide students with free instruction to fulfil the standard Victorian curriculum. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education, programs 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, your support in 2021 allowed us to:

- Offer two languages, Italian and Japanese, cooking room and special curriculum experiences for our students across all year levels;
- New upgrade of BASC blinds;
- Upgrade and purchase of additional IT devices for student loans during Covid lockdowns;
- Refurbishment of school grounds, with particular focus on the replacement of the shade sail in the Grade1/2 area.

Please find below Oatlands Primary Schools voluntary financial contributions schedule for 2022, which includes an overview of what your contributions will contribute towards. **Oatlands Primary School will bulk buy student supplies to have in the classroom.** We have attached booklists for each year level, if you would like to supply your own books for your child/ren. The books can be purchased at Officeworks or the retail outlet of your choice.

Department of Education guidelines now mandate that schools are UNABLE to provide parents with a statement of fees. With this in mind, parents are asked to please review the recommended voluntary financial contributions schedule below for an indication of recommended contributions for your child/ren.

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

Yours sincerely,

A handwritten signature in black ink that reads "Wes Holloway".

Wes Holloway  
Principal

A handwritten signature in black ink that reads "Jason Lewis".

Jason Lewis  
School Council President



## 2022 VOLUNTARY FINANCIAL CONTRIBUTIONS SCHEDULE

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>CURRICULUM CONTRIBUTIONS</b> <ul style="list-style-type: none"> <li>• Classroom consumables, materials &amp; equipment</li> <li>• Printing and photocopying of worksheets and learning materials</li> <li>• ICT Devices – provision of devices from the shared classroom sets</li> <li>• Online subscriptions               <ul style="list-style-type: none"> <li>○ Mathletics</li> <li>○ Sunshine online</li> </ul> </li> </ul>	\$160
OTHER CONTRIBUTIONS -for non-curriculum items and activities	Amount
<ul style="list-style-type: none"> <li>• Student wellbeing programs</li> <li>• First aid equipment</li> <li>• School grounds maintenance and improvements</li> <li>• COMPASS</li> <li>• Take home readers</li> <li>• Library SCIS</li> </ul>	\$50

ITEM	Item Amount	Number of students in your family	Annual Amount per FAMILY
Curriculum Contributions	\$160		\$
Other Contributions	\$50		\$
<b>TOTAL FAMILY CONTRIBUTION</b>			<b>\$</b>



### Curriculum Contributions

Items and activities that students use, or participate in, to access the Curriculum, including:

- Computer applications where our students have their own individual password – At Oatlands Primary School we use Mathletics, Sunshine online, Google Docs
- Everyday items that your child will use in the classroom to learn the essential curriculum such as art supplies, science experiment equipment, cooking ingredients, technology materials

### Other Contributions

Non-Curriculum items and activities to support the daily operation and objectives of Oatlands Primary School.

### Extra-Curricular (OPTIONAL) Items and Activities

Oatlands 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. Details of these items and activities will be provided to students and families throughout the year.

### Vocational Educational Training (VET)

From 2022, the Department will reimburse VET material fees to government schools to address the cost barrier for families. This funding covers the costs of:

- Materials required for training and assessment that are consumed and cannot be recycled. **Please note students may wish to upgrade materials for certain projects (i.e. upgrade from pine to mahogany). Any upgrade from the materials provided by KTHS is considered an OPTIONAL ITEM, as per the description above.**
- Safety items worn or used by the student including safety glasses, hearing protection, gloves, hair nets.
- Workbooks, handouts, photocopying, online learning resources
- Class sets, intended to be returned and retained by the school, such as textbooks, tools, tool belts, specialist knives, aprons

However, this funding does not cover all costs associated with the facilitation of VET classes. The payment of the following costs are supported by Voluntary Financial Contributions from families, as detailed in the 2022 VOLUNTARY FINANCIAL CONTRIBUTIONS SCHEDULE above:

- Transport costs and hire of specialized facilities required for training or assessment
- PPE worn and retained by the student
- Online registration/subscription fees, platform charges, software
- Tuition fees, registration, and administration fees
- Tools upgrade or purchase initiated by the parent

### **Educational items for students to own**

Please find attached a list of items that the school recommends for each individual student. Items can be purchased from Officeworks or a retailer of your choice for your child to individually own and use. BYOC devices are purchased through Learning With Technologies (link on Oatlands Primary School website)

### **Financial Support for Families**

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

- *State Schools' Relief* provides financial support for eligible families to purchase clothing/uniforms at a reduced rate
- *Camps, Sports and Excursions Fund* provides payments for eligible students to attend camps, sports and excursions

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact John Armao, Wellbeing Coordinator on 03 9705 6055 or email [oatlands.ps@education.vic.gov.au](mailto:oatlands.ps@education.vic.gov.au)

### **Payment methods**

Parent contributions towards the requested payments is essential to maintain the quality of education that we provide at Oatlands Primary School. Payment can be made electronically via BPAY. Please note your families unique BPAY Reference below:



**Biller Code: 87361**  
**Ref: «BPAY\_REFERENCE»**

Alternatively, cash and cheque payments can be made directly at Oatlands Primary School Office.

### **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

## PARENT

# PAYMENTS POLICY 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	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	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

<b>PREP 2022 BOOKLIST</b>		
<b>PRODUCT DESCRIPTION</b>	<b>UOM</b>	<b>2022</b>
A4 display book Clear cover 20 pockets	Each	1
Bostick 35 gm glusticks	Each	4
Chalkboards 30cmx40cm	Each	1
crayola 24 pack colours of the world coloured pencils (Officeworks)	Pkt	1
Crayola Deskpack Crayons (Twistable tub of 32)	Pkt/tub	1
Headphones	Each	1
Manilla Folders Foolscap Buff	Each	2
Micodor Multi Purpose Pouch A3	Each	1
Mini Whiteboards (with black rim if possible)	Each	1
Pencil Junior Grip Faber Triangular 2B	Each	1
Pencils Columbia Formative Triangle 4mm Lead Asst Pkt10	Pkt10	4
Scissors - Prep Size	Each	1
Scrapbook Megasaurus 100gms 335x245 64 Page	Each	5
White board duster	Each	1
Whiteboard Marker Faber ConnectorAsst Pkt 6	pkt	1
Writers Premium A4 24mm dotted Thirds 48 Page (purple book)	Each	2
Writers Premium dotted thirds Project Book 14mm 64 page	Each	2



<b>YEAR 1 2022 BOOKLIST</b>		
<b>PRODUCT DESCRIPTION</b>	<b>UOM</b>	<b>2022</b>
Bostik Glue Stik 35gm	Each	4
Colour Pencils Faber Tri-Grip Asst Pkt 12	Pkt 12	3
Crayons BIC Asst Pkt 24	Pkt 24	2
Eraser Plastic Large with Sleeve	Each	3
Exercise Book Spirax A4 24mm Dotted Thirds 48 pages Spirax No 105	Each	3
Headphones	Each	1
Highlighters	Pkt	1
Markers Colourfun Large Felt Tip Asst Pkt12	Pkt12	2
Micodor Multi Purpose Pouch A3	Each	1
Note Book Spirax #563 200x127mm top open 100 page	Each	1
Pastels 24 pack	Pkt	1
Pencil Copperplate Columbia Red	Each	4
Pencil Staedtler Triplus Jumbo Triangular 2B	Each	6
Ruler Polished Wooden 30cm cm & mm	Each	1
Scissors Maped Red Handle 130mm "Celco Brand"	Each	1
Scrapbook Spirax 100gsm 335x245mm 64 pages	Each	4
Sharpener Pencil Metal Double Hole	Each	1
Whiteboard Dusters for Kids	Each	1
Whiteboard markers black only	Each	4
Whiteboards mini	Each	1
Writing Book 330x245mm 24mm Dotted Thirds 64 Pgs	Each	6



<b>YEAR 2 2022 BOOKLIST</b>		
<b>PRODUCT DESCRIPTION</b>	<b>UOM</b>	<b>2022</b>
18mm Dotted Thirds Loose Leaf - Portrait	Ream	50 sheets
A4 Dotted Thirds Book	Each	1
Celco Scissors Blue School 152mm Blue	Each	1
Crayola Colours of the world markers pkt 24		1
Crayola Colours of the world pencils pkt 24		1
Eraser Plastic Large with Sleeve	Each	3
Exercise Book dotted thirds 18mm	Each	7
Headphones	Each	1
Marbig Simpick Document Wallet - Blue	Each	1
Metal Sharpeners	Each	2
Micodor Multi Purpose Pouch A3	Each	1
Pencil Copperplate Columbia Red	each	4
Pencils - Coloured	Pkt	3
Pens - Blue	Pkt	1
Pens - Red	Pkt	1
Plastidecor Crayons - Assorted	Pkt 24	2
PROJECT BOOK 18mm dotted thirds	Each	1
Ruler Polished Wooden 30cm cm & mm	Each	1
Scissors 160mm	Each	4
Scrapbook Spirax 100gsm 335x245mm 64 pages	Each	5
Spirax #563 Notebook	each	1
Staedtler Tradition Pencils Graphite 2B	Each	6
Textas	Each	2
Whiteboard dusters	Each	1
Whiteboards - Mini	Each	1
Writing Book 330x245mm 18mm Dotted Thirds 64 Pgs	Each	7





<b>YEAR 3 2022 BOOKLIST</b>		
<b>PRODUCT DESCRIPTION</b>	<b>UOM</b>	<b>2022</b>
Bostick Glue Sticks 35 gm	Each	3
Celco Scissors Deluxe Student 260mm Yellow	Each	1
Crayola Colour Pencils Triangular Full Size Pkt 12	Pkt 12	2
Display Book - Red	Each	2
Document Wallet	Each	1
Eraser Plastic Large with Sleeve	Each	2
Exercise Book Landscape A5 18mm Dotted Thirds 96 pages	Each	1
Headsets	Each	1
Highlighters	Pkt	1
Loose Leaf A4 Dotted Thirds 18mm Landscape Dble Sided		50 sheets
Loose Leaf A4 Dotted Thirds 18mm Portrait		50 sheets
Micador Pencil Case Fabric Mesh With Zip A2	Each	1
Micodor 550 Markers 550 assorted 12pk	Pkt12	2
Pencil Copperplate Columbia Red	Each	4
Plastidecor Crayons Asst Pkt 24	Pkt 24	2
Ruler Polished Wooden 30cm (cm & mm)	Each	1
Scissors 260mm	Each	1
Sharpener Pencil Metal Double Hole	Each	1
Spirax Exercise Book A4 18mm Dotted Thirds 96 pages	Each	4
Spirax Graph Book A4 10mm Grid 48 pages	Each	1
Spirax Note Book #563 200x127mm top open 100 page	Each	1
Spirax Scrapbook 100gsm 335x245mm 64 pages	Each	6
Staedtler Pencil Tradition Graphite HB	Each	6
Whiteboard Dusters - Mini	Each	1
Whiteboard Markers	Pkt 8	2
Whiteboards - Small	Each	1



<b>YEAR 4 2022 BOOKLIST</b>	
<b>PRODUCT DESCRIPTION</b>	<b>2022</b>
Ballpoint Pen Staedtler Stick 430 Med Blue	3
Ballpoint Pen Staedtler Stick 430 Med Red	2
Colour Pencils Crayola Full Length Pkt 12	2
Crayons Plastidecor Asst Pkt 24	2
Document Wallet Marbig Slimpick Blue	2
Eraser Plastic Large with Sleeve	2
Exercise Book Spirax A4 14mm Dotted Thirds 96 pages	5
Glue Stick Bostik 35gm	5
Graph Book Spirax A4 10mm Grid 48 pages	4
Markers Columbia Large Felt Tip Asst Pkt12	2
Note Book Spirax #563 200x127mm top open 100 page	1
Pencil Copperplate Columbia Red	3
Pencil Staedtler Tradition Graphite HB	4
Plastic clear ruler 30cm cm & mm	2
Scrapbook Spirax 100gsm 335x245mm 64 pages	5
Sharpener Pencil Metal Double Hole	2
A4 Visual art diary	1
Highlighters	1
Display folder with 20 pockets	1
Scissors Celco Deluxe Student 16.5cm blue handle	1
Eraser Plastic Large with Sleeve	2
Sharpeners	2
Staedtler Pencil - Red	2
Staedtler Pencil HB	2



<b>YEAR 5 2022 BOOKLIST</b>		
<b>PRODUCT DESCRIPTION</b>	<b>UOM</b>	<b>2022</b>
Artline 200 (0.4ml) 2Pkt	Pkt	2
Artline Smoove - Blue	Each	6
Artline Smoove - Red	Each	5
Bostik Glue Stick 35gm	Each	3
Celco Scissors Deluxe Student 16.5cm blue handle	Each	2
Crayola Colour Pencils Full Length Pkt 12	Pkt 12	2
Display Folder	Each	1
Eraser Plastic Large with Sleeve	Each	4
Highlighters non toxic	Pkt 8	1
Marbig PVC Clipfolder A4 - Black	Each	1
Marbig Slimpick Document Wallet - Red	Each	1
Markers Large Felt Tip Asst Pkt12	Pkt12	2
Pencil Copperplate Columbia Red	Each	3
Plastic clear ruler 30cm cm & mm	Each	2
Plastidicor Crayons Bic Kids	Pkt 24	1
Sharpener Pencil Metal Double Hole	Each	2
Spirax Exercise Book A4 8mm Ruled 64 pages	Each	6
Spirax Graph Book A4 10mm Grid 48 pages	Each	2
Spirax Scrapbook 100gsm 335x245mm 64 pages	Each	2
Staedtler Pencil Tradition Graphite HB	Each	6
Visual Arts Diary - Derwent Academy Visual Art	Each	1
Writing Pad Economy lined 8mm A4 100 Leaf	Each	2
Scissors	Each	1



<b>YEAR 6 2022 BOOKLIST</b>		
<b>PRODUCT DESCRIPTION</b>	<b>UOM</b>	<b>2022</b>
4 colured ink pen	Each	4
Bostik Glue Stick 35gm	Each	2
Celco Deluxe Student Scissors 160mm Yellow	Each	1
Colour Pencils Crayola Full Length Pkt 12	Pkt	1
Columbia Markers Large Felt Tip Asst Pkt12	Pkt	1
Eraser Plastic Large with Sleeve	Each	2
Exercise Book Spirax A4 8mm Ruled 64 pages	Each	6
Highlighter - Green	Each	1
Highlighter - Pink	Each	1
Marbig PVC Clipfolder A4 - Black	Each	1
Marbig Ruler Plastic 400mm / 40 cm clear	Each	1
Marbig Slimpick Document Wallet - 2 different colours	Each	2
Micador Crayons Plastic Triangle Pkt 18	Pkt	1
Pental Fineliner Pen R50-A Fine Ball 0.8mm Black	Each	2
Scissors 165mm	Each	1
Sharpener Pencil Metal Double Hole	Each	2
Spirax Scrapbook 100gsm 335x245mm 64 pages	Each	4
SpiraxGraph Book Spirax A4 10mm Grid 48 pages	Each	4
Staedtler Stick 430 Ballpoint Pen Med - Blue	Each	2
Staedtler Stick 430 Ballpoint Pen Med - Red	Each	2
Staedtler Tradition Pencil Graphite HB	Each	4
Writing Pad Economy Blank Bank A4 100 Leaf	Each	1
Mini Whiteboards		1
Whiteboard Markers - Artline Bullet Assorted Colours	Pk6	2
Mini Whiteboard Dusters		1