



**Berwick Lodge Primary School**  
145 Mansfield Street, Berwick  
PO Box 454, Berwick 3806  
Telephone: 9709 6700

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Tuesday 21<sup>st</sup> November 2023

Dear Parents/Guardians,

Berwick Lodge 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 2024.

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 enabled us to provide a wide range of subject and curriculum experiences for your children across all year levels. Other benefits include the continual replenishment of our IT devices so as provide all children with high calibre computers and up to date educational software. The move to ensure that all fees and charges by schools of parents are voluntary whilst welcome, does present us with significant challenges in maintaining the level of resources and programs we can offer. Uncertainty looms large. We now have no idea how many parents will choose to pay any, or all of what is now classified as 'voluntary contributions'. Crucially, the DET have not taken this into account when framing school budget allocations – meaning that schools are not reimbursed for any shortfall in voluntary contributions received from parents for particular resources or activities.

**Hence, the less we receive in voluntary contributions (given everything is now a 'voluntary contribution'), the greater the impact this will have on the resources we can purchase to support your child's education, programs we can offer such as STEM and less activities we can provide such as camps and excursions.**

In light of this, we hope that you are able to pay as much of the voluntary contributions we ask of you and there are number of ways in which we can support you in doing this. Further details regarding payment and support are listed below.

Please find below Berwick Lodge Primary School's voluntary financial contributions schedule for 2024, which includes an overview of what your contributions will contribute towards.

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 contributions for your child/ren.

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

Yours sincerely,

**Sandra McCrum**  
**Acting Principal**

**Rajkeerat Singh Sethi**  
**School Council President**

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<p>These contributions directly support a number of important curriculum areas and programs that we offer including</p> <ul style="list-style-type: none"> <li>• class sets for vital numeracy manipulatives (MAB, Playing Cards, Trundle wheels, counters, protractors etc.)</li> <li>• critical literacy resources (Guided reading books, take home readers, dictionaries etc.)</li> <li>• the maintenance and repair of musical instruments</li> <li>• replacement of sporting equipment</li> <li>• purchasing of inquiry and STEM (Science/Technology/Engineering/Maths) resources</li> <li>• purchasing of art supplies and resources</li> <li>• LOTE program resources</li> <li>• printing and photocopying of worksheets and learning materials to learn in class and at home</li> </ul>	\$180
<p>Online Subscriptions</p> <ul style="list-style-type: none"> <li>• Essential Assessment</li> <li>• Elastik</li> <li>• Epic</li> <li>• iMaths</li> <li>• Student Management System to support Report Writing (inc the tracking of student academic and wellbeing data) - All</li> </ul>	\$42
<p>Information and Communications Technology</p> <ul style="list-style-type: none"> <li>• software and equipment needed to sustain and enhance our ICT program.</li> </ul>	\$30
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
School Sports Victoria membership to participate on inter-school sports	\$5
<p>First aid</p> <p>The school provides first aid consumables to treat students and to meet student health needs when at school, on excursion and camp.</p>	\$10
School grounds maintenance and improvements to keep the school looking its best	\$30
<b>Tax deductible contributions</b>	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$30
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$30

## Educational items for students to own – Student Book Pack

Following the changes that have recently been made to the Parent Payment Policy, we are no longer able to provide you with the option to purchase a book pack for your child through Berwick Lodge Primary School.

The school invites you to purchase the 2024 Student Book Pack from Paperchase Office National for your child to individually own and use. Paperchase Office National have been our preferred book pack supplier for a number of years and we have been able to negotiate wholesale prices with them for this year's book pack.

To order the book pack directly from Paperchase Office National, please follow the link below – further instructions are attached.

<http://booklist.paperchase.com.au>

Should you wish to source your own stationery supplies, please see attached booklist.

## Extra-Curricular Items and Activities

Berwick Lodge 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.

No payment is required for these items or activities at this time – permission forms and payment requests will be sent out to families throughout 2023.

Extra-Curricular Items and Activities
<i>Optional Whole School Photos</i>
<i>Optional Year 5 and 6 school camp</i>
<i>Optional Year 5/6 Interschool Sports program</i>
<i>Optional Year 3-6 District Sporting Events</i>
<i>Other optional excursions/incursions to be scheduled</i>
<i>Optional Grade 6 T-Shirts &amp; Windcheaters</i>

## Financial Support for Families

Berwick Lodge 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)
- Centrepay
- State Schools Relief (SSR)

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Julie Begley (Business Manager) on 9709 6700 or [berwick.lodge.ps@education.vic.gov.au](mailto:berwick.lodge.ps@education.vic.gov.au).

## Total

Category	
Curriculum Contributions	G3/4 - \$252
Other Contributions	\$45
Tax deductible Contributions	\$60
Extra-Curricular Items and Activities	\$ TBA

## Payment methods

- Compass Payments (preferred)
- BPay
- Direct Debit
- Centrepay
- EFTPOS

## 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.

# BERWICK LODGE PRIMARY SCHOOL BOOKLIST Online Ordering Instructions



Above & Beyond

Berwick Lodge Primary School will be using an **online only** ordering system for our 2024 booklists with our stationery supplier Paperchase Office National. Orders will be delivered free of charge to the school for on time orders.

**PLEASE READ CAREFULLY as the process may have changed from previous years**

**DUE DATE: 20 DECEMBER 2023**

- Orders must be placed by the due date in order for your child to receive their stationery for the first day of Term 1.
- **Orders placed after the due date may NOT be processed until February due to our extremely busy schedule in January. NO EXCEPTIONS**  
We apologise if you are a new enrolment or missed the due date due to unavoidable circumstances, but the school is aware your pack won't be ready on the first day of school, so your child should not be disadvantaged.
- Orders placed after the due date will also incur an additional \$5.00 processing fee
- All stationery will be delivered to the school and cannot be collected from Paperchase.
- Complete packs only can be ordered through Paperchase. We do not have a walk-in shop and individual items cannot be purchased. All orders must be placed online.

**Online ordering will close on 1 FEBRUARY 2024.**

## **Online Ordering Procedure**

1. Go to <http://booklist.paperchase.com.au>
2. Enter this School Access Code: **BTSBLPS**  
**Access code must be entered. Searching for school will not work**
3. Click 'Create Order'
4. Enter students first and last name, choose year level from the drop-down list click '**Continue**'.
5. Click 'Add Order to Cart'
6. You may then either Checkout or Add Another Student.

Please check your E-mail for order receipt. *If you do not receive email confirmation, please contact Paperchase directly to confirm your order was placed correctly.*

**PLEASE NOTE:** Payment must be made during the online ordering process, by **Visa or Mastercard** (credit card or debit card accepted). ZIP Pay also available\*

\* ZIP -Interest free, nothing to pay upfront, flexible repayments. You will need an active Zip account. Conditions apply: <https://zip.co/create-an-account>

If you elect not to purchase the booklist through Paperchase please ensure children come to school on the first day with the required materials.

## STUDENT BOOK LIST

### Year Level: Grade 4

BookPack Items	Qty
Writing Book Dotted Thirds 14mm 64 pg	10
Premium Graph Book 10mm 48 pg	2
Micador Fine Tip Markers 12pk	2
Staedtler Noris Club Colouring Pencils 12pk	2
Soft Scissors 178mm	2
Staedtler Glue Stick 35g	4
Staedtler Ruler 30cm	1
Staedtler Traditional Graphite Pencils HB	8
Staedtler School Eraser	2
Maped Shaker Sharpener 2 Hole	1
VCOP Literacy Highlighters	1
Staedtler Ballpoint Pen Medium - Blue	3
Staedtler Ballpoint Pen Medium - Red	2
Expo Sharpie Whiteboard Marker - Black	1
Expo Sharpie Whiteboard Marker - Blue	1
Mega Scrapbook 100gsm 64 pg	3
Marbig Display Book 20 pocket A4	2
A4 100 sheet Office Pad	1
Initiative Document Wallet Foolscap Blue	1
Heavy Duty Pencil Case 2 Zip	1
Premium Sticky Notes 75x75mm Yellow	1
Bostik Blu Tack 75g	1
Sticky Tape Roll 19mm x 33m	1
Masking Tape Roll 18mm x 50m	1
Moki Life Drops Headphones	1
Citizen 8 Digit Pocket Calculator SLD200	1
Artline Supreme Fineliner	2
Collins 2024 Colplan Student Diary - Week to View	1

# 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) including the VCE Vocational Major 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.