

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

Tuesday 18<sup>th</sup> November 2025

Dear Parent/Guardian,

Berwick Lodge Primary School is looking forward to another great year of teaching and learning and would like to advise you of our school's voluntary financial contributions for 2026.

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, whether that is 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:

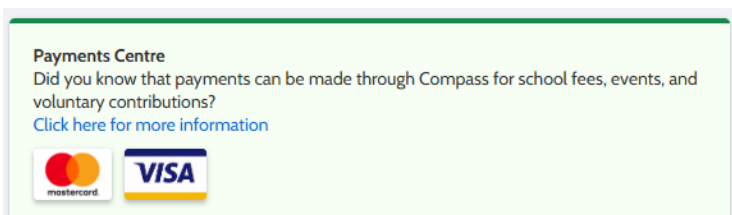
- Provide a wide range of subject and curriculum experiences for students across all year levels
- Purchase additional IT devices to provide all children with high calibre computers and up to date educational software.
- Improve and beautify the school grounds and buildings
- Provide a range of clubs and wellbeing activities

We hope that you are able to pay as much of the voluntary contributions that we ask of you. There are number of ways in which we can support you in doing this.

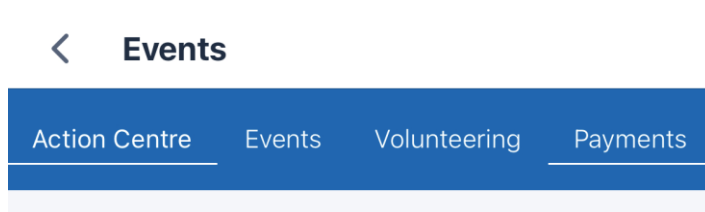
Please find below Berwick Lodge Primary School's voluntary financial contributions arrangements for 2026, which includes an overview of what your contributions will contribute towards.

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

**Payments can be made via Compass through the Payments Centre on your front screen when you are logging in on a desktop or if you are using the APP, payments can be found in the Contributions, under the action centre tab. If you would like to pay your contributions in instalments, please contact the office for further information.**



**This view is on a Compass desktop**



**This view is on Compass App**

Yours sincerely,

**Sandra McCrum**  
Principal

**Karin Keylock**  
School Council President

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<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 (reading books, Phonics resources, 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 (Mandarin) program resources</li> <li>• printing and photocopying of worksheets and learning materials to learn in class and at home</li> </ul>	\$200
<p>Online Subscriptions – All</p> <ul style="list-style-type: none"> <li>• Essential Assessment – All</li> <li>• Elastik - All</li> <li>• Reading Eggs – Prep – Gr 2</li> <li>• Pevan &amp; Sarah - Prep</li> <li>• Student Management System to support Report Writing (inc the tracking of student academic and wellbeing data) - All</li> </ul>	Prep - \$66
<p>Information and Communications Technology</p> <p>Software and equipment needed to sustain and enhance our ICT program.</p>	\$30

<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<i>School Sports Victoria affiliation</i>	\$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
<i>School grounds maintenance and improvements</i>	\$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**

The school invites you to purchase the 2026 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 – provided on a user-pays basis**

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 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 and payment requests will be sent out to families via Compass throughout 2025.

<b>Extra-Curricular Items and Activities</b>
<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)
- 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	Totals
Curriculum Contributions	Prep - \$296
Other Contributions	<i>(Non-tax deductible)</i> \$45
Tax Deductible Contributions	\$60
Extra-Curricular Items and Activities	\$TBA

## Payment methods

Parent contribution payments, while voluntary, are essential to continue to provide the quality of education at Berwick Lodge Primary School. The school greatly appreciates the financial contributions made from families. Contributions can be paid via the following:

- Compass Payments (preferred)
- 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



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

**DUE DATE: 19 DECEMBER 2025**

Berwick Lodge Primary School will be using an **online only** ordering system for our 2026 booklists with our stationery supplier Paperchase Office National. Orders will be delivered to the school for on time orders by the first day of Term 1.

- Orders must be placed by the due date in order for your child to receive their pack for the first day of Term 1.
- **Orders placed after the due date will not be delivered to the school until mid February due to our extremely busy schedule in December/January. NO EXCEPTIONS. Please order early to avoid disappointment.**  
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.
- All packs will be delivered to the school and cannot be collected from Paperchase.
- Complete packs only can be ordered through Paperchase Booklist Website. We do not have a walk-in shop and individual items cannot be purchased. All orders must be placed online.

PROCESSING & HANDLING CHARGES	
Orders placed after the due date will incur additional processing and handling charges as outlined below.	
ORDER DATE	PROCESSING/HANDLING FEE
Up to 19 December	-
19 December – 1 February	\$8.50 per pack

**Online Booklist ordering will close on 1 FEBRUARY 2026.**

You will not be able to order through our dedicated Booklist Website after this date.

Please order early to avoid disappointment

#### Online Booklist Ordering Procedure

1. Go to <https://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 and 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.

**DUE DATE - PLEASE SUBMIT ORDER ONLINE BY: 19-Dec-2025**

**ORDERS PLACED AFTER DUE DATE MAY NOT BE DELIVERED UNTIL FEBRUARY.**

*Please order early to avoid disappointment.*

**ONLINE BOOKLIST ORDERING INSTRUCTIONS\***

Ordering is fast, secure and convenient. Simply:

1. Go to <https://booklist.paperchase.com.au>
2. Enter this School Access code: **BTSBLPS**
3. Click 'Create Order'
4. Enter student's name, select correct year level from the drop-down list and follow prompts to place your order

\*Booklist ordering only available during back-to-school season.

**STUDENT BOOK LIST**

Year Level: **PREP - 2026 STATIONERY PACK** - Sold as a Pack only - quantities cannot be altered

Code	Qty	Item Description
7009478	1	WESTCOTT SCISSORS MICROBAN 152mm 6inch
7057426	8	STAEDTLER 920 GLUE STICK 35G
7049118	8	FABER CASTELL PENCIL JUNIOR GRIP TRIANGULAR 2B
7021625	4	STAEDTLER MARKER W/BOARD COMPACT BLACK
7021623	4	STAEDTLER MARKER W/BOARD COMPACT BLUE
4000185	6	PICTOR MEGA SPACEBUDDIES SCRAPBOOK 100GSM 64 PAGE 330 X 240MM
7000485	2	FABER CASTELL PENCIL JUNIOR COLOURED WITH SHARPENER
4998617	1	WHITEBOARD ERASER MINI MAGNETIC 50x50mm
7071236	1	DOCUMENT WALLET PP W/BUTTON A4 CLEAR
7101703	1	MOKI DROPS HEADPHONES BLACK
7052748	2	FABER CASTELL CONNECTOR PEN ASSORTED 12
4001526	1	PICTOR OXFORD HEAVY DUTY DOUBLE ZIP PENCIL CASE 350 X 180 MM ASSORTED
4010111	1	KLUWELL HOME READING JUNIOR LEVEL YELLOW LEVEL
4000123	2	PICTOR PREMIUM WRITING BOOK 24MM DOTTED THIRDS 70GSM 64 PAGE 330 X 245MM TURTLE
7122318	1	STUDENT WHITEBOARD MAGNETIC 24mm DOTTED THIRDS GROUND / GRASS / SKY





# 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.