



# EYNESBURY PRIMARY SCHOOL

7<sup>th</sup> November 2022

Dear parent/guardian,

Eynesbury 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 2023.

For 2023 we have partnered with Maxim Office Supplies for online ordering of all student book packs and curriculum contributions. Book packs are now available to order online. Please see the attached flyer with your access code.

Schools provide students with free instruction aligned with the Victorian Curriculum, the ongoing support of our families ensures that our school can offer the best possible education and support for every child.

This support allows us to offer an extensive specialist program that sets us apart from other primary schools, including the arts (Visual Arts and Performing Arts), Physical Education and sport, STEM (Science and Digital Technology), all integrated with English and Mathematics and Mandarin/Chinese.

We are extremely grateful that this support also enables us to maintain and update our playgrounds and outdoor spaces which include our developing native garden space.

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

Yours sincerely,

Phillip Coloca  
Principal

Ebbie Hungerford  
School Council President



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

Attached is a list of items that the school prefers you to purchase from Maxim Office Supplies through their online portal for your child to individually own and use.

### **Extra-Curricular Items and Activities**

Eynesbury 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. These opportunities will be offered to students throughout the year, and parents will be notified in advance accordingly.

### **Financial Support for Families**

Eynesbury 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)**  
The Victorian Government has again committed to providing eligible students with Camps, Sports & Excursion funds (CSEF) **These funds are paid to the school to use towards excursions, incursions and camps for eligible students.** To be eligible for the funding, a parent or legal guardian must be the holder of a current Healthcare card or pension card, or be a temporary foster parent on the first day of Term 1 or Term 2. Parents who are eligible for CSEF will be required to complete a CSEF application form and submit it to the office as early as possible in 2023. Applications close at the end of Term 2, 2023.
- **State Schools Relief** provide uniform support for Prep students who are CSEF recipients. Please see the State School Relief page on the Department of Education and Training website or see the office for more information.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Amber Koek (Business Manager)

Ph: 03 8015 2900 Email: [amber.koek@education.vic.gov.au](mailto:amber.koek@education.vic.gov.au)

### **Payment Methods**

- Bpay- your individual reference number is on your Family Statement
- Direct Deposit- bank account details are found on your Family Statement
- Compass Pay
- Cash/EFTPOS is available at the 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.

## HOW TO ONLINE ORDER WITH MAXIM OFFICE GROUP PTY LTD

### Eynesbury Primary School

Dear Parents,

Many thanks for supporting Eynesbury PS with the online portal. We have partnered with Maxim Office Group Pty Ltd to ensure a seamless school start for 2023. Packs will be delivered to the school for collection.

If you have any questions, please call Maxim on 1800 25 35 35 and press option 1.

Please note:

**Orders must be placed by the 20<sup>th</sup> of December 2022 to ensure delivery is on time, ready for collection from the school.**

For collection date information, please contact the school office on 03 8015 2903.

To order your Bookpack:

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: **EYNESBURY**  
*\*Please note this is capital sensitive. Please enter code as displayed in screen.*
3. Select the year level required for order
4. Please ensure that the students' name, your name and contact details are given and correct
5. Select 'Place order'
6. If purchasing more than one booklist, please select 'Add another booklist' and follow the same procedure from step 3
7. Select 'Proceed to payment options'
8. Your total payment amount required will display on screen
9. Select 'Pay Now'
10. Please choose your check-out option – Credit/ Direct Debit available. Ensure payment details are correctly entered
11. You will receive a payment receipt and an order confirmation to the email address you provided
12. Your child's pack/s will be delivered to the school for collection

Thank you,  
Maxim Office Group Pty Ltd





## Prep 2023

<b>Curriculum Contributions</b> - Items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Prep</b> classroom consumables, materials & equipment	93.72
<b>Online Subscriptions</b> <ul style="list-style-type: none"> <li>• <i>Mathletics (\$15.00)</i></li> <li>• <i>Reading Eggs (\$15.00)</i></li> </ul>	\$30
Sport- Equipment (\$10) STEM- Equipment & Resources (\$15) Art- Equipment & Resources (\$15) LOTE (Chinese)- Equipment & Resources (\$10) English- Equipment & Resources (\$10) Maths- Equipment & Resources (\$10)	\$70
ICT Devices- provision of devices from the shared classroom sets	\$25
<b>Total Curriculum Contributions</b>	<b>\$218.72</b>
<b>Other Contributions</b> – for non-curriculum items and activities	<b>Amount</b>
<i>School grounds maintenance and improvements</i>	\$25
<b>Tax deductible contributions</b>	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$
<b>Total Amount</b>	<b>\$</b>



## Grade 1 2023

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Grade 1 classroom consumables, materials &amp; equipment</b>	\$103.44
<i>Online Subscriptions</i> <ul style="list-style-type: none"> <li>• <i>Mathletics (\$15.00)</i></li> <li>• <i>Reading Eggs (\$15.00)</i></li> </ul>	\$30
<i>Sport- Equipment (\$10)</i> <i>STEM- Equipment &amp; Resources (\$15)</i> <i>Art- Equipment &amp; Resources (\$15)</i> <i>LOTE (Chinese)- Equipment &amp; Resources (\$10)</i> <i>English- Equipment &amp; Resources (\$10)</i> <i>Maths- Equipment &amp; Resources (\$10)</i>	\$70
ICT Devices- provision of devices from the shared classroom sets	\$25
<b>Total Curriculum Contributions</b>	<b>\$228.44</b>
<b>Other Contributions – for non-curriculum items and activities</b>	
<i>School grounds maintenance and improvements</i>	\$25
<b>Tax deductible contributions</b>	
<b>Building fund.</b> <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</i>	\$
<b>Library fund.</b> <i>A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.</i>	\$
<b>Total Amount</b>	<b>\$</b>





## Grade 2 2023

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<b>Grade 2 classroom consumables, materials &amp; equipment</b>	\$109.97
<i>Online Subscriptions</i> <ul style="list-style-type: none"> <li>• <i>Mathletics (\$15.00)</i></li> <li>• <i>Reading Eggs (\$15.00)</i></li> </ul>	\$30
<i>Sport- Equipment (\$10)</i> <i>STEM- Equipment &amp; Resources (\$15)</i> <i>Art- Equipment &amp; Resources (\$15)</i> <i>LOTE (Chinese)- Equipment &amp; Resources (\$10)</i> <i>English- Equipment &amp; Resources (\$10)</i> <i>Maths- Equipment &amp; Resources (\$10)</i>	\$70
ICT Devices- provision of devices from the shared classroom sets	\$25
<b>Total Curriculum Contributions</b>	<b>\$234.97</b>
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
<i>School grounds maintenance and improvements</i>	\$25
<b>Tax deductible contributions</b>	
<b>Building fund.</b> <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</i>	\$
<b>Library fund.</b> <i>A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.</i>	\$
<b>Total Amount</b>	<b>\$</b>



## Grade 3 2023

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Grade 3</b> classroom consumables, materials & equipment	\$110.53
Online Subscription <ul style="list-style-type: none"><li>Mathletics (\$15.00)</li></ul>	\$15
Sport- Equipment (\$10) STEM- Equipment & Resources (\$15) Art- Equipment & Resources (\$15) LOTE (Chinese)- Equipment & Resources (\$10) English- Equipment & Resources (\$10) Maths- Equipment & Resources (\$10)	\$70
ICT Devices- provision of devices from the shared classroom sets	\$25
<b>Total Curriculum Contributions</b>	<b>220.53</b>
<b>Other Contributions</b> - for non-curriculum items and activities	
School grounds maintenance and improvements (suggested amount \$25)	\$25
<b>Tax deductible contributions</b>	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$
<b>Total Amount</b>	<b>\$</b>





## Grade 4 2023

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<b>Grade 4</b> classroom consumables, materials & equipment	\$110.53
Online Subscription <ul style="list-style-type: none"><li>Mathletics (\$15.00)</li></ul>	\$15
Sport- Equipment (\$10) STEM- Equipment & Resources (\$15) Art- Equipment & Resources (\$15) LOTE (Chinese)- Equipment & Resources (\$10) English- Equipment & Resources (\$10) Maths- Equipment & Resources (\$10)	\$70
ICT Devices- provision of devices from the shared classroom sets	\$25
<b>Total Curriculum Contributions</b>	<b>220.53</b>
<b>Other Contributions</b> - for non-curricular items and activities	
School grounds maintenance and improvements	\$25
<b>Tax deductible contributions</b>	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$
<b>Total Amount</b>	<b>\$</b>





## Grade 5 2023

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Grade 5 classroom consumables, materials &amp; equipment</b>	\$94.90
<i>Online Subscription</i> <ul style="list-style-type: none"><li>• <i>Mathletics (\$15.00)</i></li></ul>	\$15
<i>Sport- Equipment (\$10)</i> <i>STEM- Equipment &amp; Resources (\$15)</i> <i>Art- Equipment &amp; Resources (\$15)</i> <i>LOTE (Chinese)- Equipment &amp; Resources (\$10)</i> <i>English- Equipment &amp; Resources (\$10)</i> <i>Maths- Equipment &amp; Resources (\$10)</i>	\$70
ICT Devices- provision of devices from the shared classroom sets	\$25
<b>Total Curriculum Contributions</b>	<b>\$204.90</b>
<b>Other Contributions</b> – for non-curriculum items and activities	
<i>School grounds maintenance and improvements</i>	\$25
<b>Tax deductible contributions</b>	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$
<b>Total Amount</b>	<b>\$</b>



## Grade 6 2023

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<b>Grade 6 classroom consumables, materials &amp; equipment</b>	\$94.90
<b>Online Subscription</b> <ul style="list-style-type: none"><li>• <i>Mathletics (\$15.00)</i></li></ul>	\$15
<b>Sport- Equipment (\$10)</b> <b>STEM- Equipment &amp; Resources (\$15)</b> <b>Art- Equipment &amp; Resources (\$15)</b> <b>LOTE (Chinese)- Equipment &amp; Resources (\$10)</b> <b>English- Equipment &amp; Resources (\$10)</b> <b>Maths- Equipment &amp; Resources (\$10)</b>	\$70
ICT Devices- provision of devices from the shared classroom sets	\$25
<b>Total Curriculum Contributions</b>	<b>\$204.90</b>
<b>Other Contributions</b> – for non-curriculum items and activities	<b>Amount</b>
<i>School grounds maintenance and improvements</i>	\$25
<b>Tax deductible contributions</b>	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$
<b>Total Amount</b>	<b>\$</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 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.



