



35 SYMONDS STREET

YARRA GLEN 3775

Phone: 9730 1254

Email: yarra.glen.ps@education.vic.gov.au

Web: ygps@vic.edu.au

Acting Principal: Mrs Sue Young

27th October 2023

Dear Parent/Guardian,

Yarra Glen Primary School is looking forward to another great year of teaching and learning and would like to advise you of Yarra Glen Primary School's voluntary financial contributions for 2024.

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 continued help and support has allowed us to ensure each student has the resources needed to fully access the curriculum, develop the range of programs that we offer and ensure that the grounds and facilities are well-maintained. To facilitate this and to ensure students have access to a consistent source of stationary supplies, the school is moving to an online purchasing system.

You can order your student booklist pack and pay your financial contributions at booklist.officebrands.com.au/croydon. Please see the attached flyer for ordering information and instructions. While this is our preferred method to purchase stationary, it is not compulsory, and families may buy stationary from other sources. A stationery list is also attached should you wish to order your stationery independently.

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, appearing to read "S. Young".

**Suzanne Young
Acting Principal**

A handwritten signature in black ink, appearing to read "Rebecca Holland".

**Rebecca Holland
School Council President**

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables, materials & equipment Consumables include but are not limited to A3 and A4 paper/cardboard, laminating sheets, sticky tape, masking tape, printing and photocopying of worksheets and learning materials	\$40.00
Specialist classroom consumables, materials and equipment Consumables include but are not limited to: <ul style="list-style-type: none"> • Art – paint, crayons, pencils, pastels, coloured paper, cardboard • Science – consumables for science experiments and STEM • Cooking • Sport – Athletic ribbons, trophies 	\$100.00
Online Subscriptions include but are not limited to: <ul style="list-style-type: none"> • Reading Eggs • Essential Assessments • SPA- Data Platform • ACER – OARS online testing • Mappens 	\$40.00
ICT Devices – provision of devices from classroom sets	\$10.00
Curriculum Contributions – Total	\$190.00
Student booklist packs- Packs are purchased separately through Ross Office Supplies Or you may download the booklist from the website and purchase independently. Order your student booklist packs at booklist.officebrands.com.au/Croydon	

Other Contributions - for non-curriculum items and activities	Amount
Student wellbeing programs	\$10.00
First aid room	\$10.00
Student and parent communication tools	\$5.00
School grounds maintenance and improvements	\$10.00
<i>Contributions directly to the school do not have tax-deductible status</i>	
Total Amount	\$35.00



Tax deductible contributions	
Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. <i>Suggested amount \$80.00</i> Library Fund. A tax-deductible contribution to support book purchases and other equipment to sustain the library as a valuable resource. This includes upgrading take home readers, library books and spaces. <i>Suggested amount \$20.00</i>	\$100.00

Category	Totals
Curriculum Contributions	\$190.00
Other Contributions <i>(Non-tax deductible)</i>	\$35.00
<i>(Tax-deductible - Parent choice)</i>	\$
Total	\$

Educational items for students to own

Every student requires a set of headphones for school. Moki headphones are available for purchase from the school office for \$10.00.

Extra-Curricular Items and Activities – provided on a user-pays basis

Yarra Glen 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.

The cost of extra-curricular items and activities will be advised throughout the year.

Extra-Curricular Items and Activities	Amount
School camps for 3/4's and 5/6's	\$TBA
Interschool sports program	\$TBA
Excursions to be scheduled	\$TBA
Total Extra-Curricular Items and Activities	\$TBA



Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities

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

Penny Lamble Phone: 03 97301254 | Email: Yarra.Glen.ps@education.vic.gov.au

Payment methods

You can order or print your student booklist pack and pay your financial contributions at booklist.officebrands.com.au/croydon. Payment plans can be arranged 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 Payments Policy and Guidance, Financial Help for Families Policy and any other relevant information.

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.

2024 BOOKLISTS

Open for ordering **Friday 20 October 2023**

Last day for ordering **Friday 8 December 2023***

ORDER ONLINE



1. **Go to Booklist Website**
booklist.officebrands.com.au/croydon
 - Enter School Access Code: **cleverdragon24**
 - Select: Create an Order
 2. **Enter Details** (Separate orders are required for each student but with single payment on completion.)
 - Enter your child's name and select their year level for **2024**.
 3. **Create your order**
 - When finished, click on Add to Cart
 - Review your order; (click on Edit Order if required).
 - Select Checkout or Add another Student
 4. **Checkout**
 - Enter your details.
 - Delivery / Collection Details; please select Collect at School*.
 - Click Next.
- *Book packs will be delivered to school and available in the classroom for the first day of Term 1, 2024.
5. **Select payment type and submit your order**
An order confirmation will be sent to the email address on your order.

IMPORTANT INFORMATION

**Late orders will be accepted after 8 December 2023 but will incur a \$15 late fee and may not be available for the start of school so Please do not delay.*

Anyone experiencing financial hardship is invited to contact the school office before 8 December 2023.

We are here to help. Any problems just call us on 03 9839 8400

Booklists by ROSS OFFICE SUPPLIES. 11 Lacey Street, Croydon, VIC 3136