



## 2024 Foundation Parent Payments

3rd October 2023

Dear parent/carer,

Bimbadeen Heights Primary School is looking forward to another great year of teaching and learning and would like to advise you of Bimbadeen Heights Primary School's voluntary financial contributions 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 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 allowed us to continue to provide a differentiated curriculum that responds to the learning of all students, provide essential learning resources to students, renew, and enhance the provision of digital technology throughout the school, and improve assessment practices to ensure teaching is targeted to a student's next learning step.

The environment and resources that we enjoy today represent the contributions made by our parent/carer community over many years. Parent/Carer voluntary contributions make a significant difference to the quality of our programs. This financial support ensures that we can continue to provide the excellent range of facilities and resources for your children.

**Thanks to the generosity of our parents and carers who made contributions** to our programs this year, we have been able to maintain our building and grounds and make continued improvements, provide high quality programs in our classrooms and across our specialist subject areas, and provide specific subject materials and equipment to support the learning experiences of our students.

In 2023, parent and carer contributions have supported the provision of curriculum consumables, materials and equipment for classroom and specialist programs. They have also enabled us to purchase high-quality literature to provide mentor texts for our students across all literacy programs, update our school's library books and resources, replace whiteboards in classrooms, and upgrade our play spaces for our students including replacing the goal posts on the school oval. We have also installed CCTV in our outdoor areas to monitor our grounds and deter increasing vandalism to our buildings and grounds.

In 2024, we would like to purchase additional technology equipment to support teaching and learning in our classrooms and specialist programs and provide further high-quality literature materials to support our teaching and learning programs. We would also like to provide additional hands-on materials for classroom and specialist programs and specific materials to support our mathematics programs. Parent curriculum and other contributions also provide ICT devices, online subscriptions for our students, resources for wellbeing programs and first aid, along with school ground maintenance and improvements.

If you have not been able to make contributions, **please consider contributing to support the continued development and provision of high-quality programs, materials, and resources to support our students and assist them to reach their full potential.**

Please note that a separate parent payment form must be completed for each child for their year level in 2024. Voluntary payments are per student. If you choose to make voluntary payments to Bimbadeen Heights Primary School, please return this form and payment by the 11th December 2023 to help us budget for 2024, however voluntary payments can be made at anytime throughout the year.

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

Yours sincerely,

Adele Gregson  
Principal

Kate Hession  
School Council President

## Curriculum Contributions and Other Contributions

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<i>Classroom consumables, materials &amp; equipment</i> <ul style="list-style-type: none"> <li>Classroom – e.g. shared stationery, paper, posters/charts, cooking ingredients, craft activities, (\$35)</li> <li>Art – e.g. paint, crayons, canvas, glitter, coloured paper (\$14)</li> <li>Mathematics – e.g. numeracy resources (\$10)</li> <li>English – e.g. readers (\$5)</li> <li>Sports – e.g. equipment (\$10)</li> <li>Music, LOTE, Library Resources (\$10)</li> </ul>	\$84
<i>Online subscriptions</i> <ul style="list-style-type: none"> <li>Essential Assessment</li> </ul>	\$18
<i>ICT devices – provision of devices from the shared classroom sets</i>	\$106
<i>Printing and photocopying of worksheets and learning materials</i>	\$7
<b>Total Curriculum Contributions</b>	<b>\$215</b>

<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
<i>Student and parent communication tool - Sentral</i>	\$15
<i>Student wellbeing programs</i>	\$5
<i>First aid equipment</i>	\$5
<i>School grounds maintenance and improvements</i>	\$20
<i>Library Books</i>	\$10
<b>Total Other Contributions</b>	<b>\$55</b>

<b>Total of Curriculum Contributions and Other Contributions</b>	<b>\$270</b>
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## Educational items for students to own Foundation

Attached is a list of items that Bimbadeen Heights Primary School recommends you purchase from Maxim Office Supplies for your child to individually own and use. See attached instructions.

Book packs ordered before 20th November 2023 will be delivered to the school on 11<sup>th</sup> December 2023, at no charge, and will be sent home with your child that day. After this date you can still order book packs through Maxim until the 9<sup>th</sup> February 2024 and they will be delivered to school on the 16<sup>th</sup> February, however these will incur a late fee of \$15.00.

Note: Please make sure you order the pack for the year level your child is in for 2024. If the incorrect year level is purchased the refund needs to be requested by 8th December 2023 from Maxim directly. After this date no refunds can be processed.

Education items for students to own	Price inc GST	Total inc GST
<b>Stationery Pack Foundation - Items include:</b>		
1 x Ruler 30cm Wooden Micador Essential	\$0.55	\$0.55
1 x Scissors - School Right Handed 150mm Red	\$1.29	\$1.29
3 x Glue Stick Bostik 35 gram	\$2.10	\$6.30
3 x Educ8 Circus Scrapbook 64 Page 100gsm	\$1.23	\$3.70
1 x PP Project Book 330 x 245mm 24mm Dotted Thirds 64 Page	\$2.20	\$2.20
1 x Educ8 A4 24mm Dotted Thirds 48 Page Exercise Book 70gsm	\$0.77	\$0.77
2 x Belgrave Triangular Jumbo HB Pencils	\$0.40	\$0.79
1 x Crayons Crayola Regular Size 92mm x 833	\$1.75	\$1.75
2 x Faber Castell Tri-Coloured Pencils Pack 10	\$4.35	\$8.69
1 x My Home Reading Journal KLUWELL Yellow Level	\$4.95	\$4.95
1 x Pencil Case Plastic A5	\$2.42	\$2.42
1 x Pencil Case Plastic A4	\$2.64	\$2.64
1 x Edding 360 Whiteboard Marker Black Bullet	\$1.43	\$1.43
1 x Faber Castell Connector Colouring Pens Pack 12	\$4.38	\$4.38
1 x Swap, Write & Wipe Pockets 25cm x 35cm	\$3.02	\$3.02
1 x Edding 345 Highlighter Wallet 4	\$3.58	\$3.58
1 x Staedtler Red Checking Pencil	\$0.32	\$0.32
1 x Targeting Handwriting for Vic Prep	\$15.01	\$15.01
1 x Micador Basics Sharpener Double Hole Cannister	\$0.85	\$0.85
1 x Moki Tommy Headphones	\$9.84	\$9.84
1 x PP Envelope A4 with Button Clear	\$0.82	\$0.82
1 x USB 16GB 3.0	\$13.75	\$13.75
1 x Purple Calico Bag	\$0.00	\$0.00
	<b>Total</b>	<b>\$89.06</b>

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

*Bimbadeen Heights 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. These are provided on a user-pays basis throughout the year.

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

Extra-Curricular Items and Activities	Amount
School magazine/ yearbook	TBA This will be due in term 4 2024
Other Optional Incursions and Excursions	Pay as you go throughout the year. Approximately \$120 per year
School Photographs	TBA

\*Please note that additional charges may arise during the year and optional fundraising activities are not listed

## Financial Support for Families

*Bimbadeen Heights 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 through Centrepay

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

Adele Gates

Ph: 03 9726 9989 | Email: [adele.gates@education.vic.gov.au](mailto:adele.gates@education.vic.gov.au)

**Please return this page to the office before 11th December 2023**

Please note that a separate parent payment form must be completed for each child for their year level in 2024

**Total**

Category	Totals
Curriculum Contributions	\$215
Other Contributions	\$55
Education items for students to own	Purchase through third party provider
Extra-Curricular Items and Activities	Pay as you go throughout the year as they arise
<b>Total</b>	<b>\$270</b>

**Payment Methods**

**Student name:** \_\_\_\_\_ **Year level 2024:** \_\_\_\_\_

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**PAYING AT THE OFFICE**

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**CREDIT CARD PAYMENT**

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Name as appears on Card: \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_ Preferred date \_\_\_\_\_

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**DIRECT DEPOSIT PAYMENT – CBA (Please note new bank account)**

Bimbadeen Heights Primary School

BSB: 063 093 Account: 10001821

Description: \_\_\_\_\_

(Please ensure you enter your child's surname in the description and return this form to school).

**Refunds**

Please see the Bimbadeen Heights refund policy on the school website

[www.bimbadeenheightsps.vic.edu.au](http://www.bimbadeenheightsps.vic.edu.au)

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.



Dear Parents,

Maxim Office Group have been selected as the preferred provider for Bimbadeen Heights Primary School to purchase student book packs for 2024. Packs will be delivered to the school for collection on December 11th 2023 if ordered online by 20th November 2023 free of charge. After this date you can still order book packs through Maxim until the 9th February 2024 and they will be delivered to school on the 16th February 2024, however these will incur a late fee of \$15.00.

If you have any questions, please call Maxim on 1800 25 35 35.

Please note;

**Orders must be placed by the 20th of November to ensure delivery is on time, ready for collection from the school on 11th December 2023.**

For collection date information, please contact the school office on 03 9726 9989.

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: **BIMHEIGHTS**  
*\*Please note this is capital sensitive. Please enter code as displayed in screen.*
3. Select the year level required for order (student year level in 2024)
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 via PayPal, 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

# 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.