

November 2023

Dear Parents/Guardians,

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

Over many years, Wheelers Hill Primary School has provided students with high-quality education programs, resources, facilities, and grounds. We trust these can continue through your financial support in 2024.

We provide exceptional literacy and numeracy programs. Our flagship MSL program has resulted in excellent outcomes in teaching our students to read, write, and spell. As a result, our literacy and numeracy NAPLAN results are among the highest in the state.

Schools provide students with free instruction to fulfil the standard Victorian curriculum, and we want to assure you that all contributions are voluntary. Please see a one-page overview attached for further information on the Department's Parent Payments Policy.

Our school has provided first-class specialist programs, such as Mandarin, French, Visual Arts, Performing Arts, STEM, and Physical Education. In 2024, we will be introducing a specialist Library program.

In addition, WHPS has provided students with a high standard of ICT resourcing and infrastructure. We have supported and developed the BYOD program in Years 4, 5, and 6, enhancing these students' ICT skills and knowledge. In Year Prep–3, we have provided generous resources and support of devices and ICT programs to prepare our students for the BYOD program and beyond.

The school has also been able to develop and maintain its buildings and grounds to a high standard. We have been providing top-quality learning and play spaces for our students and adding additional play spaces and areas over the last few years.

As the Department of Education only provides the school with a limited amount of student-based funding for a basic standard of curriculum delivery, we have relied on parent contributions over the last few years to develop and maintain a high quality of education and resources.

Therefore, for 2024, we ask you to contribute to our school. Without your support and the subsequent lack of funds, we may have to reduce funding and cut several programs and resources.

The ongoing support of our families ensures that our School can offer the best education and support for our students.

Please note, the contributions for 2024 remain very similar to the amount requested in 2023. The school has worked hard to keep the contributions the same between these years to best support school families.

We thank you in advance for your support.

Yours sincerely,

**Michael Ramsey**

Principal

**Dina Pogrebnoy**

School Council President

## Curriculum Contributions

### The 2024 Parent Contributions is a 2-step process:

1. **Purchase a student book pack:** Order your child/ren a stationary book pack containing all their writing and classroom supplies from COS (details below) or download a list to supply your materials.
2. **Purchase student specialist learning supplies and digital programs:** Paid via the Compass portal – on the Parent Payment tab (*the school purchases in bulk and manages the student login and supplies*).

### Step 1: Purchase Student Book Pack: Educational items for students to own and use in the classroom.

WHPS has selected a third-party provider, Complete Office Supplies (COS), to supply bulk student Bookpacks. Alternatively, we publish a list of recommended items for your child to own and use at school each year. All lists are posted on the COS Parent Portal for download and on our website. Students will need supplies for the first day of school.

### How to online order with Complete Office Supplies (COS)

#### TO ORDER YOUR 2024 STUDENT BOOK PACK:

1. On a web browser, enter: [parent.cos.net.au](http://parent.cos.net.au)
2. Enter the **Username:** wheelershillprimary@cos.net.au / **Password:** Parents-24
3. Select the relevant Year level icon for the 2024-year level pack.
4. Review product selection based on your requirements.
5. Enter the student details for the pack.
6. Enter **Add to Cart** or select **Order another pack** (*if additional student packs are required*)
7. When all packs are in the shopping cart, **select checkout.** \*
8. **\*\* Please note at checkout, a pop-up will appear at the top of the screen to purchase additional items – these are not required as we have already selected all the items needed for the year.**
9. **Review your order: Note your order number and check you have ordered the correct student pack for the child/ren year level** based on your requirements.
10. Enter your delivery contact & delivery details.
11. Complete payment: enter your credit card, PayPal or Pay4 details and submit your order.

You will receive an email order confirmation and can also request order tracking sent to your mobile.

#### IMPORTANT INFORMATION REGARDING YOUR ORDER

Please be advised that the transport industry and Australia Post have informed us of possible delays occurring during December and January. To ensure that your School Packs arrive in time for the start of the school term, we strongly recommend sending your order as early as possible and adhering to the dates below. While we will continue to expedite deliveries beyond these dates, it may become challenging to guarantee their arrival before the commencement of the school term.

**Delivery Service:** All orders will be dispatched via Australia Post. Please note that specific delivery times cannot be requested. Should no one be available to receive the delivery, the goods will be taken to the nearest post office for collection, and a notification card will be placed in your mailbox.

**Delivery Guarantee:** Orders placed before 11th December, will be delivered to your home by 24th December 2023.

Orders placed before 8th January will be delivered to your home before the commencement of Term 1, 2024.

Orders placed after 8<sup>th</sup> January cannot be guaranteed to arrive in time for the start of School.

**Delivery Charges:** All orders placed before 3rd December are eligible for FREE delivery!

Order date	Delivery fee (Single Pack)	Delivery fee (Multiple pack)
Before midnight 3 <sup>rd</sup> December 2023	FREE	FREE
From the 4 <sup>th</sup> December 2023	\$12.95 (inc. GST) per pack	\$9.95 (inc. GST) per pack

## **Step 2: Essential Learning – Digital and classroom learning materials supplied by WHPS**

1. Online digital learning programs and classroom art, craft and project materials are available for purchase via the Compass Parent Portal. Due to the bulk purchase of craft and digital programs, the school purchases the items students use throughout the year (individual costing below based on year requirements).
2. Log in to Compass and select Course Confirmation and Payments (in the highlighted box at the top right of your Compass home screen).
3. Please note this needs to be completed for each child.

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## **Extra-Curricular Items and Activities – provided on a user-pays basis (e.g., camps, excursions, and incursions)**

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Wheelers Hill Primary offers a range of optional items and activities that enhance or broaden students' schooling experience 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 (payments via Compass).

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## **Other Voluntary Contributions**

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### **Tax-Deductible Contributions**

**Library Fund (tax-deductible):** The contribution goes towards purchasing fiction, non-fiction, electronic books, online literacy resources, and other tools for the library and literacy programs. In 2023, the library fund was used to establish and furnish a new library space in the BER building. In 2024, we intend to use these funds to support the library and literacy programs, including replacing and renewing take-home readers, replacing library books, and purchasing books and resources for the MSL program.

**Building Maintenance Fund (tax-deductible):** The contribution goes towards the maintenance and upkeep of the school buildings, such as painting, carpeting, repairs, and maintaining the facilities in a safe and tidy manner. In 2024, we intend to use these funds to continue to improve and maintain the school buildings, such as replacing carpets, installing new air-conditioners, painting, replacing security gates, and, if funds allow, refurbishing the first aid room to provide a more modern and comfortable space.

### **Educational Excellence Fund**

The Education Excellence Fund contributes to purchasing and enhancing school learning resources for reading, writing, numeracy, inquiry, and our wide range of specialist programs such as PE, Visual Arts, Performing Arts, STEM, French, and Mandarin. The Department of Education provides limited student-based funding for a basic standard of curriculum delivery. Hence, a contribution to this fund assists our School in providing and maintaining a wide range of high-quality teaching and learning programs. In 2024, funds will be directed to support these programs and maintain a high standard of educational excellence Wheelers Hill Primary School provides.

### **Grounds Maintenance**

This contribution goes towards the maintenance and upkeep of the school grounds, such as soft fall mulch for the playgrounds, tree planting, mowing, and grounds maintenance. In 2024, we intend to use these funds to continue improving and maintaining the school grounds, gardens, and play space by the BER building.

### **First Aid**

This contribution provides first aid resources (such as EPI pens, kits for excursions, equipment, icepacks, bandages) and other equipment to provide a healthy environment.

\*\* Information and policy regarding Parent Payments can be found on the DET website: [Parent Payments: Policy | education.vic.gov.au](https://www.education.vic.gov.au/parent-payments/policy)

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## List of Student Core/Essential Learning Items 2024

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### Curriculum Consumables

Curriculum consumables and digital licences are provided to all students. We invite parents to make a Curriculum Contribution (refer below for each year level) to help cover the costs associated with classroom learning so that the school can continue to provide these for all students. *Please refer to the costing below per year level.*

#### Literacy

Classroom learning materials: paper shapes, glue, tapes, workbooks, readers, and classroom learning project materials.

Multi-Sensory Learning – decodable readers, project paper, tapes, and glues.

Digital learning subscriptions – Reading Eggs/Eggs Press, Nessy Online, Cars & Stars Online, Scribbi.

#### Numeracy

Classroom learning materials: papers, shapes, glue, tapes, workbooks, maths kits, and classroom learning resources.

Digital learning subscriptions: Mathletics and Mathseeds.

#### STEM

ICT Stem Program: consumables, 3D printing filament, science project materials, and learning resources.

ICT: Provision & upkeep of school devices, peripherals, ICT class sets, device configuration & maintenance.

#### Arts

Visual Art consumables: cardboard, paper, paste, paint, glues, and various craft items.

Music: sheet music and learning resources.

#### Inquiry Learning

Inquiry Learning Consumables: Classroom project materials, paper, paints, glues, and Shark Stall learning resources.

Digital learning subscription: Brain Pop, Manga High, Seesaw

#### LOTE

Languages: LOTE classroom consumables, including LOTE day art and craft supplies, learning worksheets, and resources.

#### Other Student Learning:

Essential Assessment: Assessment and recording of student numeracy and literacy information.

Personal & Social Capabilities program resources: Resilience Student Workbook.

## Financial Support for Families

Wheelers Hill Primary understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports, and Excursions Fund
- Payment plans for Extra-Curricular Items and Activities
- Principal's Discretionary Fund

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact *Larissa Clark, Business Manager*. Ph: 03 95613457 Email: [wheelers.hill.ps@education.vic.gov.au](mailto:wheelers.hill.ps@education.vic.gov.au)

## Payment methods

All student curriculum contributions and voluntary payments are to be paid via Compass.

Student Book Pack of essential learning items can be ordered directly from COS.

Parents can make voluntary contributions in instalments, nominating the date and quantities. Please get in touch with the school Office to make a plan.

## Refunds

Parent requests for refunds are subject to the school's discretion and are made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, considering whether a cost has been incurred, the Department's Parent Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.

**Curriculum Contributions:** Where payment has been received for the curriculum contributions and the student is exiting the school, a pro-rata refund, dependent on the number of terms the student has been enrolled at the school for, may be applicable. Please note that digital subscriptions are activated at the start of the school year and are non-refundable or transferable.

**Extra-Curricular items and Activities:** Students withdrawing from camps, excursions and extracurricular activities can request a refund. A refund (less any non-refundable deposit) may be payable to the parent/guardian after the event has occurred if the withdrawal from the activity is due to unavoidable circumstances, i.e., illness. Proof may be required, e.g., a medical certificate.

Where the school is charged a 'group fee' instead of a 'per head fee', a refund cannot be calculated until all associated costs have been met.

## Year Level: Foundation

Curriculum Contributions - items and activities that students use or participate in to access the Curriculum		Amount
<i>Classroom consumables, materials and equipment (Prep 2024)</i>		<b>\$150</b>
Compass Student & Parent Portal	5	
English learning materials	15	
ICT Maintenance	10	
ICT Stem consumables	5	
Inquiry Learning supplies	10	
Lote French or Mandarin	10	
Math learning materials	15	
Multi-sensory learning materials	25	
Music worksheets	5	
Resilience Journal and Workbook	25	
Visual Art Supplies	25	
<i>Digital Online subscriptions</i>		<b>\$73</b>
BrainPop	8	
Cars & Stars	-	
Essential Assessment	-	
Mangahigh	-	
Mathletics	-	
Mathseeds	20	
Nessy Reading & Spelling	9	
Reading Eggs	-	
Scriibi	19	
Seesaw	17	
<b>Total Curriculum Contributions</b>		<b>\$223</b>

## Year Level: 1

Curriculum Contributions - items and activities that students use or participate in, to access the Curriculum		Amount
<i>Classroom consumables, materials &amp; equipment (Year 1 2024)</i>		\$140
Compass Student & Parent Portal	5	
English learning materials	15	
ICT Maintenance	10	
ICT Stem consumables	5	
Inquiry Learning supplies	10	
Lote French or Mandarin	10	
Math learning materials	15	
Multi-sensory learning materials	15	
Music worksheets	5	
Resilience Journal and Workbook	25	
Visual Art Supplies	25	
<i>Digital Online subscriptions</i>		\$83
BrainPop	8	
Cars & Stars	-	
Essential Assessment	10	
Mangahigh	-	
Mathletics	-	
Mathseeds	20	
Nessy Reading & Spelling	9	
Reading Eggs	-	
Scriibi	19	
Seesaw	17	
<b>Total Curriculum Contributions</b>		<b>\$223</b>

## Year Level: 2

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum		Amount
<i>Classroom consumables, materials &amp; equipment (Year 2 2024)</i>		\$130
Compass Student & Parent Portal	5	
English learning materials	15	
ICT Maintenance	10	
ICT Stem consumables	5	
Inquiry Learning supplies	10	
Lote French or Mandarin	10	
Math learning materials	15	
Multi-sensory learning materials	5	
Music worksheets	5	
Resilience Journal and Workbook	25	
Visual Art Supplies	25	
<i>Digital Online subscriptions</i>		\$107
BrainPop	8	
Cars & Stars	21	
Essential Assessment	10	
Mangahigh	-	
Mathletics	20	
Mathseeds	-	
Nessy Reading & Spelling	9	
Reading Eggs	20	
Scriibi	19	
Seesaw	-	
<b>Total Curriculum Contributions</b>		<b>\$237</b>



## Year Level: 3

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum		Amount
<i>Classroom consumables, materials &amp; equipment (Year 3 2024)</i>		\$130
Compass Student & Parent Portal	5	
English learning materials	15	
ICT Maintenance	10	
ICT Stem consumables	5	
Inquiry Learning supplies	10	
Lote French or Mandarin	10	
Math learning materials	15	
Multi-sensory learning materials	5	
Music worksheets	5	
Resilience Journal and Workbook	25	
Visual Art Supplies	25	
<i>Digital Online subscriptions</i>		\$107
BrainPop	8	
Cars & Stars	21	
Essential Assessment	10	
Mangahigh	-	
Mathletics	20	
Mathseeds	-	
Nessy Reading & Spelling	9	
Reading Eggs	20	
Scriibi	19	
Seesaw	-	
<b>Total Curriculum Contributions</b>		<b>\$237</b>

## Year Level: 4

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum		Amount
<i>Classroom consumables, materials &amp; equipment (Year 4 2024)</i>		\$130
Compass Student & Parent Portal	5	
English learning materials	10	
ICT Maintenance	10	
ICT Stem consumables	10	
Inquiry Learning supplies	10	
Lote French or Mandarin	10	
Math learning materials	15	
Multi-sensory learning materials	5	
Music worksheets	5	
Resilience Journal and Workbook	25	
Visual Art Supplies	25	
<i>Online subscriptions</i>		\$93
BrainPop	8	
Cars & Stars	21	
Essential Assessment	10	
Mangahigh	15	
Mathletics	-	
Mathseeds	-	
Nessy Reading & Spelling	-	
Reading Eggs	20	
Scriibi	19	
Seesaw	-	
<b>Total Curriculum Contributions</b>		<b>\$223</b>

## Year Level: 5

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum		Amount
<i>Classroom consumables, materials &amp; equipment (Year 5 2024)</i>		\$130
Compass Student & Parent Portal	5	
English learning materials	10	
ICT Maintenance	10	
ICT Stem consumables	10	
Inquiry Learning supplies	10	
Lote French or Mandarin	10	
Math learning materials	15	
Multi-sensory learning materials	5	
Music worksheets	5	
Resilience Journal and Workbook	25	
Visual Art Supplies	25	
<i>Digital Online subscriptions</i>		\$73
BrainPop	8	
Cars & Stars	21	
Essential Assessment	10	
Mangahigh	15	
Mathletics	-	
Mathseeds	-	
Nessy Reading & Spelling	-	
Reading Eggs	-	
Scriibi	19	
Seesaw	-	
<b>Total Curriculum Contributions</b>		<b>\$203</b>

## Year Level: 6

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum		Amount
<i>Classroom consumables, materials &amp; equipment (Year 6 2024)</i>		\$130
Compass Student & Parent Portal	5	
English learning materials	15	
ICT Maintenance	10	
ICT Stem consumables	5	
Inquiry Learning supplies	10	
Lote French or Mandarin	10	
Math learning materials	15	
Multi-sensory learning materials	5	
Music worksheets	5	
Resilience Journal and Workbook	25	
Visual Art Supplies	25	
<i>Digital Online subscriptions</i>		\$73
BrainPop	8	
Cars & Stars	21	
Essential Assessment	10	
Mangahigh	15	
Mathletics	-	
Mathseeds	-	
Nessy Reading & Spelling	-	
Reading Eggs	-	
Scriibi	19	
Seesaw	-	
<b>Total Curriculum Contributions</b>		<b>\$203</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 the school uses 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 students' schooling experience 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.