



# Woori Yallock Primary School

Healesville Road, Woori Yallock 3139

Telephone 03 5964 7258

Fax 03 5964 6101

Email [woori.yallock.ps@education.vic.gov.au](mailto:woori.yallock.ps@education.vic.gov.au)

Dear Parent/Guardian,

Woori Yallock Primary School is very proud of our excellent curriculum programs that we have in place for the needs and interests for all our students and we look forward to another great year of teaching and learning.

We would like to advise you of Woori Yallock 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 provided by our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all the support you have provided us, whether that is through financial contributions, fundraising or volunteering your time. This has made a huge difference to our school and the programs we are able to offer.

Within our school, this support has allowed us to continue to offer a wider range of specialist subjects. Each year, we continue to enhance digital learning opportunities by updating older devices as required. We provide digital and online subscriptions for learning as well as IT maintenance and system costs.

We continue to purchase classroom materials and equipment and provide photocopying and printing for students.

We have and will continue each year to upgrade our fiction and non-fiction books for all year levels, ensuring our students are reading current literature and our new library will be filled with books that kids can take home. We will also purchase new book club books for our senior school, which keep our kids up to date with a wide variety of high-quality books to read.

We are always grateful that we can continue to support our students by offering a variety of wellbeing programs.

2023 was difficult to complete upgrades to the grounds due to our new school being built, but once the build has been completed in 2024, we will be looking at installing a new playground, electronic sign, a new animal enclosure, a bike rack within a secure shed for any students who ride to school, a ga ga pit, a new shed for our sports equipment, a mural, plus other upgrades.

## **Ordering student book pack and payment method**

You can order your student booklist pack and pay your financial contributions at [booklist.officebrands.com.au/croydon](http://booklist.officebrands.com.au/croydon). Please see attached flyer for ordering information and instructions.

**If you are on a Centrelink Centrepay payment plan, please contact the school directly before any online ordering.**

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

Yours sincerely,

Oliver Thockloth

Principal

Alex Syme

School Council President

<b>Grade 1 &amp; 2 Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
Classroom consumables, materials & equipment Consumables include but are not limited to A3 & A4 paper/cardboard, laminating sheets, sticky tape, masking tape, printing and photocopying of worksheets and learning materials.	\$25.00
Specialist classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>• Art – paint, crayons, pencils, pastels, coloured paper, cardboard (\$20.00)</li> <li>• Science – consumables for science experiments and STEM (\$12.00)</li> <li>• Cooking/German – sugar, flour, eggs, baking powder, baking soda (\$12.00)</li> <li>• Sport – Athletic ribbons, trophies (\$11.00)</li> </ul>	\$55.00
Online Subscriptions <ul style="list-style-type: none"> <li>• Reading Eggs</li> </ul>	\$20.00
ICT Devices – provision of devices from the classroom sets. 1 to 1 device for students	\$20.00
<b>Curriculum Contributions – Total</b>	<b>\$120.00</b>
Student booklist packs Packs are purchased separately through Ross Office Supplies Order your student booklist packs at <a href="http://booklist.officebrands.com.au/croydon">booklist.officebrands.com.au/croydon</a>	\$123.05
<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
Student wellbeing programs	\$10.00
First Aid room	\$10.00
Year level books	\$15.00
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>	
<b>Total Amount</b>	<b>\$50.00</b>

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

To access the list of items that the school recommends you purchase from Ross Office Supplies for your child to individually own and use. Please see attached flyer with instructions on how to access the student booklist.



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## Extra-Curricular Items and Activities

Woori Yallock 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.

Extra-Curricular Items and Activities	Amount
Grade 1 Dinner	User Pays Basis
Grade 2 Sleepover	User Pays Basis
Healesville Sanctuary/Melbourne Zoo Excursion	User Pays Basis
Additional Extra-Curricular items and activities as required	User Pays Basis

## Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- Centrelink Centrepay payment plan
- School payment plan

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

Natalie Potter

Business Manager

Ph: 5964 7258 | Email: [woori.yallock.ps@education.vic.gov.au](mailto:woori.yallock.ps@education.vic.gov.au)

## Total

Category	
Curriculum Contributions	\$243.05
Other Contributions	\$50.00
Extra-Curricular Items and Activities	User Pays Basis

## Payment methods

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**If you are on a Centrelink Centrepay payment plan, please contact the school directly before any online ordering.**

## Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis taking in to account the individual circumstances. 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. Generally, we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, the camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment.



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## 2024 BOOKLISTS



**OPEN FOR ORDERING**  
**LAST DAY FOR ORDERING**

**Tuesday 17<sup>th</sup> October 2023**  
**Thursday 7<sup>th</sup> December 2023\***

### HOW TO ORDER ONLINE

**1. Go to Booklist Website**

[booklist.officebrands.com.au/croydon](http://booklist.officebrands.com.au/croydon)

- Enter School Access Code: **jollygorilla24**
- 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**

- School predefined quantities for each product are displayed but can be adjusted if required.
- 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\*. Book packs will be delivered to the school and given to the students in class on the first day of Term 1, 2024.
- Click Next.

**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 7 December 2023 but will incur a \$15 late fee and may not be available for the start of school so Please do not delay. \*\*Late fees do not apply to new families

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

# 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	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	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.