



Glenrowan Primary School
Beaconsfield Pde
Glenrowan Victoria 3675

Ph: (03) 5766 2221 Fax: (03) 5766 2325

PARENT PAYMENT ARRANGEMENTS 2024

1st December 2023

Dear Parent/Guardian,

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

Schools provide students with education 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 greatly appreciate your support, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

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

Please return this completed document to school by *Friday 15th December 2023.*

Yours sincerely,

Karly Duncombe
Principal

Susie Briggs
School Council President

Student Details	
Student Name:	Student Year level:
Student Name:	Student Year level:
Student Name:	Student Year level:
Student Name:	Student Year level:
Family Name:	

Curriculum Contributions - items and activities that are necessary for students use, or participation in, to access the Curriculum	Amount
<i>Year Prep to 6 classroom consumables, materials & equipment</i> <ul style="list-style-type: none"> Stationery – including writing books, scrap books, maths workbooks, My Home Reader Journal books. 	\$30
<i>Year Prep to 6 Online Subscriptions</i> <ul style="list-style-type: none"> Soundwaves book and logon - Annual 	\$30
<ul style="list-style-type: none"> Essential Assessments subscription and log in - Annual 	\$25
<i>Mobile Area Craft Centre (MACC) - Annual</i>	\$25
<i>Mobile Area Resource Centre (MARC) - Annual</i>	\$25
<i>Year Prep to 6 whole school events</i> <ul style="list-style-type: none"> Athletics carnival - entry and transport (\$10) Swimming carnival – entry and transport (\$10) 	\$20
<i>Year Prep to 6 Printing and photocopying of worksheets and learning materials</i>	\$20
<i>iPad Levi</i>	\$25
Total Amount	\$200
Other Contributions - for non-curriculum items and activities	Amount
<i>First aid equipment</i>	\$5
<i>School grounds maintenance and improvements</i>	\$20
Total Amount	\$25



Educational items for students to own

Below is a list of items that the school requires you to purchase for your child to individually own and use.

- Appropriate size school bag
- Art smock
- A drink bottle
- Box of tissues

Attached is a Grade level booklist which you need to order and pay online or purchase directly from [Officeworks](#). **All students are required to have this exact booklist to begin school in 2024.**

TO ORDER ONLINE:

Go to [HTTPS://WWW.OFFICEWORKS.COM.AU/](https://www.officeworks.com.au/)

- Select “Back to School” from the top menu
- Click School list service
- Click your state, select Victoria
- Click Your child's school, select Glenrowan Primary
- Click on your child’s year level, select year level for 2024
- Enter child's details and select required items
- Proceed to ordering by either creating an account or check out as a “Guest”.

Orders can be picked up from Officeworks or delivered to your home.

Extra-Curricular Items and Activities

Glenrowan 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. If you would like to purchase an item or activity for your child, please indicate on the table below and return this to the school by *Friday 15th December 2023*

Extra-Curricular Items and Activities	Amount	Purchase (tick)	Number of child	Total
<i>2 X Ovens Learning Community cluster days - Year P to 6</i>	\$30			
<i>Optional Prep/1/2 major excursion deposit (Approx \$80)</i>	\$50			
<i>Optional Year 3 /4 camp deposit (Approx \$350)</i>	\$100			
<i>Optional Year 5 /6 camp deposit (Approx \$450)</i>	\$100			
<i>Optional Grade P to 6 Swimming Program deposit</i>	\$50			
<i>Year 6 Graduation Dinner (grade 6 students and parents)</i>	\$60			
<i>Kitchen/Garden cooking ingredients - \$20 per term - Year P to 6</i>	\$80			
<i>Hands On Science Workshop – Year P to 6</i>	\$15			
<i>Other optional Year Prep to 6 camps and excursions to be scheduled</i>	TBA			
Total Extra-curricular Items and Activities				



Financial Support for Families

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

	Please tick ✓
• Camps, Sports and Excursions Fund (concession card holders eligible only)	
• Option A (full amount at the beginning of Term 1)	
• Option B (payment at the beginning of each Term)	
• Option C (half yearly payment- Terms 1 & 3)	
• Option D (other payment arrangements)* (If selecting Option D please make an appointment with the school to discuss your circumstances and the available options)	

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: *Anne Hanrahan; Business Manager*

Ph: 03 57662221 | Email: anne.hanrahan@education.vic.gov.au

Total

Category	
Curriculum Contributions	\$
Other Contributions	\$
Extra-Curricular Items and Activities	\$

Payment methods: *Please select your method of payment:*

- Cheque** (*Make payable to Glenrowan Primary School*)
- Direct credit at the National Bank:**
BSB 083 945 Account no. 02 892 8759
Please included description of payment: Student's full name - School fees
- Centrepay** - please contact Anne Hanrahan at Glenrowan PS if you wish to set up Centrepay payments
- BPAY** – Your BPAY payment codes are included on your family statement, provided separately to this notice

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.

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.














GRADE PREP / FOUNDATION STUDENTS 2024

	ITEM		ITEM
1X 	BI527412 Crayola Twistable Crayons 12 Pk	1X 	FA11150AP Faber Castell Connector Pens 10 Pk
1X 	ST185C12 Staedtler Noris Coloured Pencils	2x 	KEJIT14 Keji Magnetic Whiteboard Eraser Small
1X 	EX1947922 Expo Fine Whiteboard Markers Black 10 Pk	4x 	BO245062 Bostik Blu Stik 35g
	KEBDOCWCR 5 pack Keji A4 Button Document Wallet Clear	1x 	SM49639 Studymate Metal Wedge 2 Hole Sharpener
	AQFXDB10BK Aqua Drops Display Book CHOICE OF COLOUR	6x 	ST119NHB Staedtler Natural Jumbo Triangular Graphite Pencil HB
4X 	MEGAMONSTA Studymate 335x240 100gsm Monster scrapbook 64 pg	1x 	SMNAMELGBE Studymate Large Name Pencil Case Or can be own choice as long as it is large enough to fit all school supplies
	KJKDOEARBE Keji Volume Limited Headphones Or own choice	1x 	PEE8534755 Maped Shaker 2-hole Sharpener














GRADE 1

	ITEM		ITEM
1X 	BI527412 Crayola Twistable Crayons 12 Pk	1X 	FA11150AP Faber Castell Connector Pens 10 Pk
1X 	ST185C12 Staedtler Noris Coloured Pencils	2x 	KEJIT14 Keji Magnetic Whiteboard Eraser Small Choice of colour
1X 	EX1947922 Expo Fine Whiteboard Markers Black 10 Pk	4x 	BO245062 Bostik Blu Stik 35g
	KEBDOCWCR 5 pack Keji A4 Button Document Wallet Clear	1x 	PEE8534755 Maped Shaker 2-hole Sharpener
	AQFXDB10BK Aqua Drops Display Book CHOICE OF COLOUR	6x 	ST119NHB Staedtler Natural Jumbo Triangular Graphite Pencil HB
4X 	MEGAMONSTA Studymate 335x240 100gsm Monster scrapbook 64 pg	1x 	SMNAMELGBE Studymate Large Name Pencil Case Or can be own choice as long as it is large enough to fit all school supplies
	KJKDOEARBE Keji Volume Limited Headphones Or own choice	1x	

GRADE 2 STUDENTS 2024

	ITEM		ITEM
1X 	BI527412 Crayola Twistable Crayons 12 Pk	1X 	FA11150AP Faber Castell Connector Pens 10 Pk
1X 	ST185C12 Staedtler Noris Coloured Pencils	2x 	KEJIT14 Keji Magnetic Whiteboard Eraser Small Choice of colour
1X 	EX1947922 Expo Fine Whiteboard Markers Black 10 Pk	4x 	BO245062 Bostik Blu Stik 35g
	KEBDOCWCR 5 pack Keji A4 Button Document Wallet Clear	1x 	Bic Cristal Original Ballpoint Pen Red 4 pack
	AQFXDB10BK Aqua Drops Display Book CHOICE OF COLOUR	1x 	ST13060N2 Staedtler Natural Graphite Pencils HB 12 Pack
4X 	MEGAMONSTA Studymate 335x240 100gsm Monster scrapbook 64 pg	1x 	SMNAMELGBE Studymate Large Name Pencil Case Can be own choice, as long as it is large enough to fit all school supplies
	KJKDOEARBE Keji Volume Limited Headphones Or own choice	1x 	PEE8534755 Maped Shaker 2-hole Sharpener
	SM388590 Study mate Wooden Ruler 30cm	" data-bbox="448 796 480 850"/>	SMCG4 Study mate Soft Grip Scissors 6"/>"152cm
 4x	SMGCHERLGE Large Eraser		

GRADE 3 STUDENTS 2024

	ITEM		ITEM
1X 	BI527412 Crayola Twistable Crayons 12 Pk	1X 	FA11150AP Faber Castell Connector Pens 10 Pk
1X 	ST185C12 Staedtler Noris Coloured Pencils	2x 	KEJIT14 Keji Magnetic Whiteboard Eraser Small Choice of colour
1X 	EX1947922 Expo Fine Whiteboard Markers Black 10 Pk	4x 	BO245062 Bostik Blu Stik 35g
	KEBDOCWCR 5 pack Keji A4 Button Document Wallet Clear	1x 	Bic Cristal Original Ballpoint Pen Red 4 pack
4x 	SMGCHERLGE Large Eraser		ST13060N2 Staedtler Natural Graphite Pencils HB 12 Pack
2X 	MEGAMONSTA Studymate 335x240 100gsm Monster scrapbook 64 pg	1x 	SMNAMELGBE Studymate Large Name Pencil Case Can be own choice, as long as it is large enough to fit all school supplies
	KJKDOEARBE Keji Volume Limited Headphones Or own choice	1x 	PEE8534755 Maped Shaker 2-hole Sharpener
	SM388590 Study mate Wooden Ruler 30cm	" data-bbox="448 802 482 858"/>	SMCG4 Study mate Soft Grip Scissors 6"/>"

GRADE 4 STUDENTS 2024

	ITEM		ITEM
1X\	BI527412 Crayola Twistable Crayons 12 Pk 	1X	FA11150AP Faber Castell Connector Pens 10 Pk 
1X	ST185C12 Staedtler Noris Coloured Pencils 	2x	KEJIT14 Keji Magnetic Whiteboard Eraser Small Choice of colour 
1X	EX1947922 Expo Fine Whiteboard Markers Black 10 Pk 	4x	BO245062 Bostik Blu Stik 35g 
	KEBDOCWCR 5 pack Keji A4 Button Document Wallet Clear	1x	Bic Cristal Original Ballpoint Pen Red 4 pack 
	ST13060N2 Staedtler Natural Graphite Pencils HB 12 Pack	4x	SMGCHERLGE Large Eraser 
2X	MEGAMONSTA Studymate 335x240 100gsm Monster scrapbook 64 pg 	1x	SMNAMELGBE Studymate Large Name Pencil Case Can be own choice, as long as it is large enough to fit all school supplies 
	KJKDOEARBE Keji Volume Limited Headphones Or own choice	1x	PEE8534755 Maped Shaker 2-hole Sharpener 
	SM388590 Study mate Wooden Ruler 30cm	" data-bbox="458 800 492 854"/>	SMCG4 Study mate Soft Grip Scissors 6"/>" data-bbox="636 788 864 828"/>

GRADE 5 STUDENTS 2024

	ITEM		ITEM
1X 	BI103623AS BIC Cristal Original Ballpoint Pen blue 10 Pack	1X 	FA11150AP Faber Castell Connector Pens 10 Pk
1X 	ST185C12 Staedtler Noris Coloured Pencils	2x 	KEJIT14 Keji Magnetic Whiteboard Eraser Small Choice of colour
1X 	EX1947922 Expo Fine Whiteboard Markers Black 10 Pk	4x 	BO245062 Bostik Blu Stik 35g
	KEBDOCWCR 5 pack Keji A4 Button Document Wallet Clear	1x 	Bic Cristal Original Ballpoint Pen Red 4 pack
2x 	AR121001BK Artline 210 Fineliner 0.6mm Black		ST13060N2 Staedtler Natural Graphite Pencils HB 12 Pack
2X 	MEGAMONSTA Studymate 335x240 100gsm Monster scrapbook 64 pg	1x 	SMNAMELGBE Studymate Large Name Pencil Case Can be own choice, as long as it is large enough to fit all school supplies
	KJKDOEARBE Keji Volume Limited Headphones Or own choice	1x 	PEE8534755 Maped Shaker 2-hole Sharpener
	SM388590 Study mate Wooden Ruler 30cm		SMCG4 Study mate Soft Grip Scissors 6"/152cm
 4x	SMGCHERLGE Large Eraser		

GRADE 6 STUDENTS 2024

	ITEM		ITEM
1X 	BI103623AS BIC Cristal Original Ballpoint Pen blue 10 Pack	1X 	FA11150AP Faber Castell Connector Pens 10 Pk
1X 	ST185C12 Staedtler Noris Coloured Pencils	2x 	KEJIT14 Keji Magnetic Whiteboard Eraser Small Choice of colour
1X 	EX1947922 Expo Fine Whiteboard Markers Black 10 Pk	4x 	BO245062 Bostik Blu Stik 35g
	KEBDOCWCR 5 pack Keji A4 Button Document Wallet Clear	1x 	Bic Cristal Original Ballpoint Pen Red 4 pack
2x 	AR121001BK Artline 210 Fineliner 0.6mm Black		ST13060N2 Staedtler Natural Graphite Pencils HB 12 Pack
2X 	MEGAMONSTA Studymate 335x240 100gsm Monster scrapbook 64 pg	1x 	SMNAMELGBE Studymate Large Name Pencil Case Can be own choice, as long as it is large enough to fit all school supplies
	KJKDOEARBE Keji Volume Limited Headphones Or own choice	1x 	PEE8534755 Maped Shaker 2-hole Sharpener
	SM388590 Study mate Wooden Ruler 30cm		SMCG4 Study mate Soft Grip Scissors 6"/152cm
 4x	SMGCHERLGE Large Eraser		

