



Contact us:  
Hoddle Street Warrnambool  
Victoria, 3280, Australia  
Phone: 0355613161

# WARRNAMBOOL WEST PRIMARY SCHOOL

**GREAT SCHOOL GREAT COMMUNITY GREAT FUTURE**

Dear Parent/guardian,

*Warrnambool West Primary School* is looking forward to another great year of teaching and learning and would like to advise you of *Warrnambool West Primary School's* voluntary financial contributions for 2023.

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'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.

Yours sincerely,

Clare Monk  
Principal  
Warrnambool West Primary School

Dana Callaghan  
School Council President  
Warrnambool West Primary School



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<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
<i>Year P - 6 classroom consumables, materials &amp; equipment</i> <ul style="list-style-type: none"><li>• <i>Art – paint, crayons, canvas, glitter, coloured paper (\$10)</i></li><li>• <i>Science – learning resources (\$4)</i></li><li>• <i>English – book boxes (\$10)</i></li><li>• <i>Sports – equipment (\$10)</i></li><li>• <i>Library Reader (\$6)</i></li><li>• <i>Library Satchel – (\$15)</i></li></ul>	<b>\$55</b>
<i>Year P - 6 Online Subscriptions</i> <ul style="list-style-type: none"><li>• <i>Sunshine</i></li><li>• <i>Seesaw</i></li><li>• <i>Epic</i></li></ul>	<b>\$15</b>
<i>Year P- 6 ICT Devices – provision of devices from classroom sets &amp; headphones</i>	<b>\$10</b>
<i>Year P - 6 Printing and photocopying of worksheets and learning materials</i>	<b>\$20</b>
<i>Year P - 6 Whole school events</i> <ul style="list-style-type: none"><li>• <i>Athletics carnival - transport &amp; awards (\$8)</i></li><li>• <i>Swimming Program – entry, lessons, certificate &amp; transport (\$90)</i></li><li>• <i>Cultural day – entry (\$12)</i></li><li>• <i>Arts Day x 2 – Entry &amp; Travel (\$15)</i></li></ul>	<b>\$125</b>
<b>Total Amount CURRICULUM CONSUMABLES</b>	<b>\$225.00</b>



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## Extra-Curricular Items and Activities

Warrnambool West 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	Purchase (Please tick)
<i>Optional Year 3/4 school camp</i>	\$260 approx	
<i>Optional Year 5/6 school camp</i>	\$260 approx	
<b>Other optional excursions to be scheduled</b> - <i>this amount will remain in credit on your family account and be allocated to excursions as they arise. If an unused amount remains at the end of 2023 this will transfer to 2024 or be refunded if requested.</i>	<b>\$50</b>	<b>\$50</b>
<b>Total Extra-curricular Items and Activities</b>		<b>\$50</b>

## Total

Category	
Curriculum Contributions	\$ 225.00
Extra-Curricular Items and Activities	\$ 50.00
<b>TOTAL</b>	<b>\$ 275.00</b>

## Financial Support for Families

Warrnambool West 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 School Relief
- Centrepay
- Flexible Payment Arrangements

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

*Vanessa Attrill*  
*Business Manager*

Ph: 03 55 613 161 | Email: [vanessa.attrill@education.vic.gov.au](mailto:vanessa.attrill@education.vic.gov.au)



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## Payment methods

- BPAY
  - ~ Biller Code 87361
  - Reference - Family ID Code (On Family Statement)
- Direct Deposit
  - ~ Wbl West Primary School
  - BSB: 063533
  - Account No: 10071908
  - Reference: Family Name
- Centrepay
  - ~ Service Provider Number - 555 092 450V - Contact School Prior to setting up.
- Eftpos
  - ~ In Person or over the phone
- Cash/Cheque
  - ~ In Person

## Refunds

Our school will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. 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, 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.

# 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.

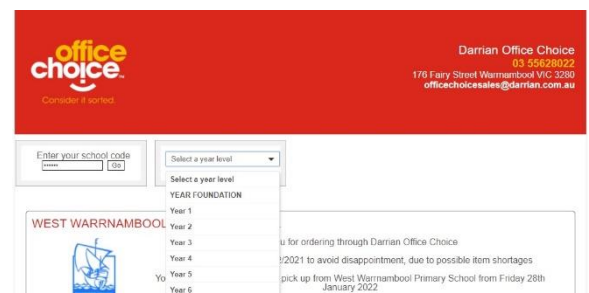
## West Warrnambool Primary Stationery List – Ordering Online

1. Go to <https://darrian.officechoice.com.au/>
2. On scrolling banner click on **FOURTH dot** to get Back to School booklists and click on this banner



3. This will bring up the booklist page – enter school code – **WWPBT5**

4. Then click on year level and pick the level you need



5. This will bring up entire booklist for that level
6. Carefully go through the booklist and change the number of items by clicking on +/- to what you require
7. Then at bottom of list fill in all the areas for name, address etc
8. Place order, review and go onto payment and confirm the order
9. Once order placed you will receive a confirmation email
10. Collection will be from **the School Friday 27<sup>th</sup> January 2023**

PRODUCT	ITEM CODE	REQD	QTY	PRICE \$6	TOTAL
PAPER CONNECTOR ASSORTED - PACK 10	511021	2	10	8.50	17.00
FABER PENCIL JUNIOR GRIP 20 TRIANGULAR - EACH	501644	6	10	0.79	4.74
FABER CASTELL JUMBO COLOURED PENCILS - PACK OF 10	501670	2	10	6.57	13.14
PROTEXT POLY SCRAP BOOK MINI - 162X200MM ALPHABETICA - 64PAGES	506227	2	10	1.12	2.24
ERASER BANTEX LARGE WHITE	496131	1	10	0.56	5.60
OLYMPIC SCRAP BOOK MEGASaurus 330X245 - 64 PAGES	513324	4	10	1.94	7.76
MARKLINE SUPREME WHITEBOARD MARKER BLACK	5224461	9	10	3.93	35.37
BANTEX CANISTER SHARPENER DOUBLE HOLE	522645	1	10	0.89	8.90
PLASTIC DOCUMENT WALLET BUTTON CLOSURE - CLEAR	523369	2	10	0.92	1.84
BOSTIK GLUE STICK - 35GM	523672	4	10	3.01	12.04

If you have any questions, please call **5562 8022**



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## TOTALS

*This section needs to be completed and returned to school no later than **Thursday 15<sup>th</sup> December 2022 (no payment is required at this time).***

*Please fill in the categories below for each child for the 2023 school year.*

**Student Name:** .....

**2023 Year Level:** .....

Category	
<b>Curriculum Contributions - suggested amounts</b> Classroom consumables, materials & equipment –\$55 Online Subscriptions - \$15 <i>Digital Technology – provision of devices and apps from the shared classroom sets - \$10</i> Printing and photocopying of worksheets and learning materials - \$20 <i>Whole school events - \$125</i>	\$
<b>Extra-Curricular Items and Activities</b> Other optional excursions to be scheduled - <b>\$50.00</b> <i>This amount will remain in credit on you family account and be allocated to excursions as they arise. If an unused amount remains at the end of 2023 this will transfer to 2024 or be refunded if requested.</i> CAMP – MONEY DUE WHEN CAMPS ARE ANNOUNCED 2023	<b>\$ 50</b>
<b>Final Total</b>	<b>\$</b>