Dear Parent/Guardian

We are looking forward to another great year of teaching and learning in 2022 and would like to advise you of Queenscliff Primary School’s voluntary financial contributions for next year.

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 resources for our students. We want to thank you for all your contribution, whether that’s through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school the contributions from parents and guardians have allowed us to continue with our annual library subscription to provide new books and celebrate Book Week each year.

The environment and resources that we enjoy today represent the contributions made by our parent and guardian community over many years. The voluntary contributions we receive make a significant difference to the quality of our programs. This financial support ensures that we can continue to provide the excellent range of educational resources and facilities for your children. Your support has enabled us to:

* maintain ongoing subscriptions for the literacy and numeracy programs, Reading Eggs and Essential Assessments.
* provide high quality programs, materials and equipment for English, Mathematics, Science, Art, Language and PE, Kitchen Garden, First Nations
* maintain and develop the school grounds
* ensure the upkeep of our computer devices to enhance learning opportunities
* maintain sufficient class sets of books for students to develop their reading skills
* offer effective First Aid for all students.

In 2022, parents are invited to purchase individual BTS (Back to School) student packs directly with our supplier, Maxim. These will be items that students will personally own. **Details on how to order online are attached to this document.**

Parents and guardians may opt to purchase items from a different supplier, but it is highly recommended that families use the Maxim’s ordering arrangement set up specially for Queenscliff Primary School students.

The student items, voluntary contributions and Extra Curricular Items and Activities are listed in pages 2 and 3.

### Financial Support for Families

Queenscliff Primary School understands that some families may experience financial difficulty and can offer a range of support options, including:

* Camps, Sports and Excursions Fund (CSEF). For further information about CSEF please enquire at the office or go to: <https://www.education.vic.gov.au/about/programs/Pages/csef.aspx>
* State Schools Relief Committee support.

For a confidential meeting about accessing these services, or if you would like to discuss individual payment arrangements, contact Richard Buckingham at school or via email: queenscliff.ps@education.vic.gov.au. For further information on the Department’s Parent Payments Policy please see the one-page overview on page 4.



Richard Buckingham

Principal

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| **Curriculum Contributions** (voluntary)Items and activities that students use, or participate in, to access the Curriculum |  |
| Generalist Classroom Requisites: (All consumables including subscriptions, coloured paper, craft supplies, inquiry resources etc) | $60.00 |
| Specialist Class Consumables: (Japanese, Science, Physical Education, First Nations, Art)Pencils, crayons, gluesticks, scrapbooks, erasers, coloured paper | $60.00 |
| Kitchen Garden/Requisites: (all ingredients, materials, equipment etc) | $60.00 |
| Online Subscriptions (Licensed Programs)* Essential Assessments (Numeracy) $20
* Reading Eggs (Literacy) $20
 | $40.00 |
| School Diary/Reading Journal | $10.00 |
| Resilience Project Learning Journal |  $19.00  |
| **Other Voluntary Contributions (non-curriculum items)** | **Please nominate amount** |
| **School Voluntary Donation** | $ |
|  **Total Voluntary Amount** | **$** |

Curriculum Contribution is listed on the booklist and can be paid via Maxim

**Educational items for students to own**

Attached is a list of items that the school recommends you purchase from **Maxim** for your child to individually own and use. **Students who opt out of purchasing from Maxim directly will be provided with items to use in the classroom.**

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| **Items that students can purchase directly from MAXIM. These items are for students to use and own.**  | **Amount*****(variations may apply due to rounding)*** |
| **Prep** [**http://www.maxim.booklists.com.au**](http://www.maxim.booklists.com.au) | $95.00 |
| **Year 1** [**http://www.maxim.booklists.com.au**](http://www.maxim.booklists.com.au) | $95.00 |
| **Year 2 /3** [**http://www.maxim.booklists.com.au**](http://www.maxim.booklists.com.au) | $95.00 |
| **Year 4 /5** [**http://www.maxim.booklists.com.au**](http://www.maxim.booklists.com.au) | $95.00 |
| **Year 6** [**http://www.maxim.booklists.com.au**](http://www.maxim.booklists.com.au) | $95.00 |
| **Payment for all the above can be made directly to Maxim. This includes Curriculum Contributions. Details on how to order online and pay are provided.** |

[**http://www.maxim.booklists.com.au**](http://www.maxim.booklists.com.au)

**ACCESS CODE IS: QUEENSCLIF (Please note this is capital sensitive)**

**Extra-Curricular Items and Activities:** Queenscliff 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. Information will be sent to parents/guardians prior to events, seeking permission for your child to participate and inviting payment direct to school. **All costs listed below are approximate and will be finalised prior to event.**

|  |  |
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| **Prep – Year 2** | **Amount** |
| Optional 8–day swimming program:*2 days of the swimming and water safety program will be provided for all students at no cost to families.  Funding is received by the school to support the delivery of this program to meet curriculum standards.**In addition an 8 day Swimming Program will be conducted by the school and can be provided to your child as an extra-curricular user pay program.* | $80 |
| Optional P-2 excursions whole year | $60 |
| Optional P-2 Sport events:(Cross country; Athletics) | $15 |
| Optional School Photos | $50 |
| **Total Extra-curricular Items and Activities (approximate)** | $205-210 |

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| --- | --- |
| **Year 3/4** | **Amount** |
| Optional 8–day swimming program:*2 days of the swimming and water safety program will be provided for all students at no cost to families.  Funding is received by the school to support the delivery of this program to meet curriculum standards.**In addition an 8 day Swimming Program will be conducted by the school and can be provided to your child as an extra-curricular user pay program.* | $80 |
| Optional Year 3/4 school camp | $400 |
| Optional Year 3/4 excursions whole year | $50 |
| Optional Year 3/4 Interschool Sport events:(Cross country; district Athletics) | $20 |
| Optional School Photos | $50 |
| **Total Extra-curricular Items and Activities (approximate)** | $600 |

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| **Year 5/6** | **Amount** |
| Optional 8–day swimming program:*2 days of the swimming and water safety program will be provided for all students at no cost to families.  Funding is received by the school to support the delivery of this program to meet curriculum standards.**In addition an 8 day Swimming Program will be conducted by the school and can be provided to your child as an extra-curricular user pay program.* | $80 |
| Optional Year 5/6 school camp | $400 |
| Optional Year 5/6 excursions whole year | $50 |
| Optional Year 5/6 Interschool Sports events:(cross country; lightning premiership; district Athletics) | $20 |
| Optional School Photos | $50 |
| **Total Extra-curricular Items and Activities (approximate)** | $600 |
| 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**

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|  | 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.
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|  | PARENT PAYMENT REQUESTSSchools can request contributions from parents under three categories:

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| Curriculum ContributionsVoluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum. | Other ContributionsVoluntary financial contributions for non-curriculum items and activities that relate to the school’s functions and objectives. | Extra-Curricular Items and ActivitiesItems 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).
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|  | 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.
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|  | 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.
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Dear Parents,

Many thanks for supporting Queenscliff PS with the online portal. We have partnered with Maxim Office Group to ensure a seamless school start for 2022. Packs will be delivered to the school for collection.

If you have any questions, please call Maxim on 1800 25 35 35 and press option 1.

Please note;

**Orders must be placed by the 13th of December to ensure delivery is on time, ready for collection from the school.**

For collection date information, please contact the school office on 03 5258 1696.

1. Please follow this link: [http://www.maxim.booklists.com.au](https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fwww.maxim.booklists.com.au&c=E,1,6DLa_S0yMXIbSUooPSQXabG-pG_r3JJF-tC9Xyemtc6KbMS5fa62Ymxmqeu19PPw24i2Zj09F_AKP_gRT_bKCsy5zDTLC0jIv7IPtJkiFBznx8Bo&typo=1)
2. Your access code is: **QUEENSCLIF**

*\*Please note this is capital sensitive. Please enter code as displayed in screen.*

1. Select the year level required for order
2. Please ensure that the students’ name, your name and contact details are given and correct
3. Select ‘Place order’
4. If purchasing more than one booklist, please select ‘Add another booklist’ and follow the same procedure from step 3
5. Select ‘Proceed to payment options’
6. Your total payment amount required will display on screen
7. Select ‘Pay Now’
8. Please choose your check-out option – Credit/ Direct Debit available. Ensure payment details are correctly entered
9. You will receive a payment receipt and an order confirmation to the email address you provided
10. Your child’s pack/s will be delivered to the school for collection

Thank you.

Maxim Office Group