



1341 Murradoc Road, St Leonards Vic 3223

P: (03) 5257 1460

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www.stleonardsps.vic.edu.au

Email: st.leonards.ps@education.vic.gov.au

ABN: 24 809 860 629

29 November 2022

STUDENT SUPPLIES FOR 2023
STATIONERY ORDERS
VOLUNTARY FINANCIAL CONTRIBUTIONS

1. STATIONERY ORDERS through Maxim Office Group Pty Ltd

Orders for stationery can be placed through Maxim Office Group and need to be done **by December 20** to ensure delivery for the first day of school.

We encourage you to place stationery orders through Maxim so that they have the correct materials, particularly exercise books and so that your child has the same materials as everybody else. Please contact the office if you need support.

You can find the list of required supplies Stationery lists at: <http://www.maxim.booklists.com.au>

Orders needs to be done online via this link

2. VOLUNTARY FINANCIAL CONTRIBUTIONS

St Leonards Primary School is looking forward to another year of quality teaching and learning for your child. We would like to advise you of St Leonards Primary School's voluntary financial contributions for 2023.

Schools provide students with free instruction to fulfil the standard Victorian Curriculum.

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

Within our school this support allows us to purchase ongoing supplies and equipment for all learning areas including consumables for Art, STEAM and Inquiry Learning projects, and to provide every child with a school diary. We are also able to buy new library books and maintain up to date computers and iPads on a 1:1 ratio, provide special curriculum experiences and enhance our Kitchen Garden program. Subscription costs to the MARC Program and for iPads have both increased by \$10 this year.

We are proud of the level of support we provide our students, but based on the uptake of voluntary financial contributions this year, we do not believe that we will be able to continue this level of support going forward.

We received financial support for only 26 of our 130 students in 2022.

We rely on your contributions in 2023.

Voluntary contributions of \$145 can be paid now to the office or early next year.

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

Yours sincerely,

Jennifer Cowburn, Principal

Dave Anderson, School Council

Department of Education - [Parent Payments Policy](#)



We are respectful, responsible, safe learners
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Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables, materials & equipment School Diary (\$15) Art – paint, crayons, canvas, glitter, coloured paper (\$10) Science – chemicals, technology materials (\$10) Mathematics – numeracy resources (\$10) English – book boxes, project materials, readers (\$10) Sports – equipment (\$10)	\$65
Online Subscriptions Reading Eggs (\$10) MARC Van (\$30)	\$40
ICT Devices – provision of devices from the shared classroom sets	\$30
Swimming Program 2 days of the swimming and water 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.	No cost
Printing and photocopying of worksheets and learning materials	\$10
Total Amount	\$145

Educational items for students to own

Attached is a list of items that the school recommends you purchase from Maxim Office Group for your child to individually own and use.



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Extra-Curricular Items and Activities

St Leonards 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)
School library bag	\$6	
Camps and excursions as scheduled throughout 2023. The cost of these excursions will be advised throughout the year Grade 3 & 4 – Camp Wyuna Grade 5 & 6 – Camp Sunnystones	TBA \$175 approx \$370 approx	
In addition to the 2 days swimming program an additional 3 day program is being conducted by the school and can be provided to your child(ren). This program will enhance/supplement the 2 day water safety program being funded by the Swimming in Schools Grant.	\$60 TBC	
Grade 6 Hoodies	\$40 TBC	
Landy Field Interschool Sports Program- Grade 4,5 & 6	\$15	
Lightning Premiership – Grade 5 & 6	TBA	
Environmental learning excursion – eg snorkelling, canoeing – Grade 5 & 6	\$10 per activity	
Breakfast - Prep	\$10.00	
Late Tea – Grade 1	\$10.00	
School Sleepover – Grade 2	\$10.00	
Total Extra-curricular Items and Activities		\$

Financial Support for Families

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

- the Camps, Sports and Excursions Fund (CSEF)



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

Jenny Cowburn

Ph: 03 5257 1460 or Email: Jennifer.cowburn@education.vic.gov.au

Janette Brennan

Ph: 03 5257 1460 or Email: Janette.brennan@education.vic.gov.au

Total

Category	
Curriculum Contributions	\$145
Extra-Curricular Items and Activities	Refer detailed list above

Payment methods

Cash

Eftpos

BPay from your family’s individual school account

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. Where a refund is to be paid it will be via a credit to your family school account for future use.

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.