

Dear Parents/Carers,

Lalor North Primary school is looking forward to another great year of teaching and learning and would like to advise you of Lalor north 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 voluntary curriculum contributions, fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

The environment and resources that we enjoy today represent the contributions made by our parent/carer community over many years. Parent/Carers voluntary contributions make significant difference to the quality of our programs. This financial support ensures that we can continue to provide an excellent range of facilities and resources for your children. Within our school this support has allowed us to:

- Provide high quality programs and specific subject materials and equipment for: English, Mathematics, Science, Art, Music, Inquiry, Language and PE.
- 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.
- Provide hands on maths equipment i.e.: measuring materials for teaching purposes.
- Arrange for classroom shared learning supplies.
- Provide sanitation supplies in classrooms i.e.: hand sanitiser, tissues, band-aids
- Offer effective First Aid for all students.

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

Yours sincerely,

Elizabeth Bryan

Principal

In 2023 all **Curriculum Contributions** parents wish to make and purchases of **Educational Items for students to own**, are to be paid via Paperchase Office National



DO NOT pay or transfer funds to Lalor North Primary School

To Pay please go to

<https://booklist.paperchase.com.au/paperchase>

You will need to enter the access code **BTSLNPS**

Please see page 5 for full ordering instructions.

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p>Year 4 classroom consumables, materials & equipment</p> <ul style="list-style-type: none"> Classroom Consumables (\$15) Art/PE/ Music /Literacy and Numeracy learning consumables (\$55) (Paper, cardboard, colour paper, paint, other consumables) 	\$70
<p><i>Year 4 Online Subscriptions (School Council has decided to support the cost of these subscriptions)</i></p> <ul style="list-style-type: none"> <i>Mathletics</i> <i>Reading Eggs</i> <i>Soundwaves</i> 	\$0
<i>Year 4 Printing and photocopying of worksheets and learning materials</i>	\$10
Total	\$80
Other Contributions - for non-curriculum items and activities	Amount
<i>Sanitation in classrooms (tissues, band-aids, sanitiser)</i>	\$5
<i>School grounds maintenance (in lieu of working bees)</i>	\$15
Total	\$20
Total Amount (Curriculum Contributions and Other Contributions)	\$100

Educational items for students to own

Attached is a list of items that the school recommends you purchase from **Paperchase Office National** for your child to individually own and use. Please see page 4.

Financial Support for Families

Lalor North 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's Relief
- Smith Family

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

Elizabeth Bryan

Ph: 03 9465 4922 | Email: Lalor.north.ps@education.vic.gov.au

Payment Methods

Recommended items to individually own and voluntary contributions are to be paid through Paperchase Office National.

<https://booklist.paperchase.com.au/paperchase>

You will need to enter the access code **BTSLNPS**

Please call the school office if you need assistance with this process but please note that no payments are to be made directly to the school.

You will be able to pay using Visa or Mastercard (credit and debit cards accepted) or by Zip Pay.

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.

**ITEMS THAT LALOR NORTH PRIMARY SCHOOL RECOMMENDS THAT YOU PURCHASE FROM
PAPERCHASE OFFICE NATIONAL FOR YOUR CHILD TO INDIVIDUALLY OWN AND USE**

Please go to <https://booklist.paperchase.com.au/paperchase>

And enter the access code **BTSLNPS**

Year 4 2023

- 13 Pictor Premium Exercise Books A4 14mm Thirds 70gsm 64 Pages
- 2 Pictor Premium Exercise Books A4 10mm Grid 70gsm 48 Pages (Maths grid books)
- 4 Pictor Premium Mega Scrap Books 330x240mm 100gsm White 64 Pages
- 1 Pictor Premium Exercise Book A4 Music 8mm & 12 mm Staves 70gsm 48 Pages
- 20 Staedtler Natural Hb Pencils HB
- 1 Faber-Castell Textliner Ice Highlighter Chisel Tip Yellow
- 1 Faber-Castell Textliner Ice Highlighter Chisel Tip Blue
- 4 Staedtler Red Checking Pencils
- 1 Wooden Ruler 30cm - Measurement in CM & MM
- 2 Packets Crayola Coloured Pencils - Packet of 12
- 1 Blunt End Scissors 178 MM
- 4 Erasers - Large
- 1 Maped Pencil Sharpener Plastic Barrel Canister 2 Holes
- 1 Name Pencil Case 2 Zip 350x180mm
- 4 Bostik Glue sticks 35g
- 1 Jumbo Tartan Pencil Case 2 Zip Pouch 375 x 264 mm (for Home Reading Books)
- 1 Staedtler Maxi Learner Pencil Green

Total \$56.50



LALOR NORTH PRIMARY SCHOOL BOOKLIST



ONLINE ORDERING INSTRUCTIONS

PLEASE READ CAREFULLY as the process may have changed from previous years

DUE DATE: 11 DECEMBER 2022

- Orders must be placed by the due date in order to guarantee delivery before the first day of Term 1.
- Orders placed after the due date may not be processed until early February due to our extremely busy schedule in January.
We will do our best to deliver your order in time, but is only guaranteed if placed by the due date. We apologise if you are a new enrolment or missed the due date due to unavoidable circumstances but the school is aware your pack may not be ready on the first day of school, so your child should not be disadvantaged.
- Orders placed after the due date will also incur an additional \$10 delivery fee
Delivery is free if order is placed by the due date.
- Complete packs only can be ordered through Paperchase. We do not have a walk-in shop and individual items cannot be purchased. All orders must be placed online.
- You will also be able to make Parent Payments/Contributions with your booklist order.

Please note our delivery drivers cannot deliver to PO Boxes - a physical address is required.

AUTHORITY TO LEAVE will automatically apply to all orders

If you have particular requirements - e.g. are away on holidays for a specific period, or have a particular place you'd like the parcel left, please note this in the Order Instructions/Notes section on the checkout page.

Online Ordering Procedure

1. Go to <http://booklist.paperchase.com.au>
2. Enter this school access code: **BTSLNPS**
Access code must be entered. Searching for school will not work
3. Click 'Create Order', Enter students first and last name, choose year level from the drop-down list and follow the prompts to place your order.

Please check your E-mail for order receipt. *If you do not receive email confirmation, please contact Paperchase directly to confirm your order was placed correctly.*

PLEASE NOTE: Payment must be made during the online ordering process, by **Visa or Mastercard** (credit card or debit card accepted). ZIP Pay also available*

* ZIP -interest free, nothing to pay upfront, flexible repayments. You will need an active Zip account. Conditions apply:
<https://zip.co/create-an-account>

If you elect not to purchase the booklist through Paperchase please ensure children come to school on the first day with the required materials.

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.