

# PARENT PAYMENT ARRANGEMENTS 2023

## Year 3

Dear Families,

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

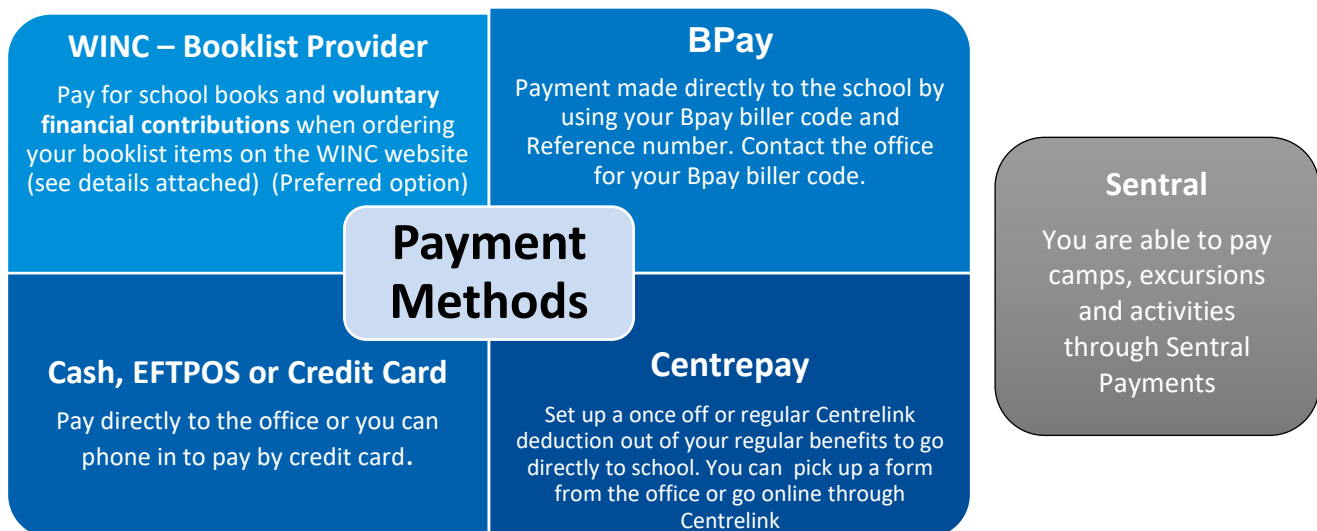
Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want 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.

Within our school this support has allowed us to financially support learning programs and to maintain and develop our school's buildings and grounds. Without your curriculum and other voluntary contributions we wouldn't be able to provide the quality learning programs in a safe and stimulating environment that we take pride in.

Ocean Grove Primary School is a **non-profit organisation**. The difference between funds provided by the Department of Education and Training through the Student Resource Package and those required for this school to operate to the high standard we expect, leaves a shortfall which our School Council attempts to raise through fundraising, and the voluntary financial contributions which are detailed in Table 1 on page 4.

We use an online purchasing system through WINC for our book packs, where you can also pay for any voluntary contributions as well. Information is attached to this letter showing how to order. Book packs are then delivered to your home during January. Parents are able to purchase through another supplier if desired.

For further information on the Department's Parent Payment Policy please see a one page overview on the school's website. We thank you for your financial contribution to the school so we can continue to add value to your child's education.



Yours sincerely,

Scott McCumber  
Principal

Simone Shanahan  
School Council President

# WINC ONLINE PURCHASING SYSTEM INSTRUCTIONS

## Ocean Grove Primary School, Ocean Grove, VIC

1-23 Draper Street, Ocean Grove, 3226



2023 Requirements List for Year 3  
Your Access Key: 9UZ4R

### Please order online at [wincschools.com.au](https://wincschools.com.au)

At Winc we want your child to have a strong start to the new school year, which is why we have worked with your school to make Back to School hassle free.

#### Ordering made simple.

We've made it quick and easy to order your child's new year requirements. Simply visit [wincschools.com.au](https://wincschools.com.au) and follow these four steps.

1. Search for your school, Ocean Grove Primary School, Ocean Grove, VIC and enter your school access key 9UZ4R if required.
2. Complete the student's details and select Year 3.
3. Review your requirements list and make changes if required.  
*Please note:* some list items have been denoted by your school as a prerequisite for the subject or year.
4. Proceed to checkout.  
*Please note:* For home deliveries only, if you have more than one student at the same school, please repeat the above steps.

Once completed, an order confirmation will be sent to your email address.

*Please note:* Any technology items you order may be sent separately.

#### Deadlines and delivery information.

##### Home delivery:

##### Delivery Fees:

Free Delivery: for orders placed on or before 20th December 2022;

\$9.95 delivery: for orders placed after 20th December 2022.

##### Australia Post

Orders are delivered via Australia Post's eParcel service. As soon as your order is dispatched an email will be sent to let you know the Australia Post tracking ID Number. Your order can be tracked at [auspost.com.au](https://auspost.com.au).

*Note:* PO Box addresses are not accepted by Australia Post.

#### Payment methods accepted



#### Have a question?

For assistance with your order, returns and refunds and delivery information, or for a general enquiry, please visit [wincschools.com.au/helpcentre](https://wincschools.com.au/helpcentre)

To view our full terms and conditions, please visit [wincschools.com.au/termsandconditions](https://wincschools.com.au/termsandconditions).

Please order online at [wincschools.com.au](https://wincschools.com.au)

**winc.**

### Educational items for students to own

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

Booklist Items	Number
Celco Plastic Sharpener 2 Hole Assorted Colours (purchase new OR retain from previous year)	2
Micador Licorice All Sorts Pencil Case Black 375x264mm (purchase new OR retain from previous year)	1
Winc Unpolished Wooden Ruler 30cm (purchase new OR retain from previous year)	1
Winc Clipboard Folder Front Cover with Inside Pocket A4 Blue	1
Faber-Castell Goldfaber Graphite HB Pencil	12
Spirax P570 Notebook A5 Side Opening Polypropylene Cover 2 Notes 200 Page Black	1
Faber-Castell Red Checking Pencils Each	6
Faber-Castell Fibre-Tip Coloured Markers Assorted Pack 12	1
Sharpie Assorted Colours Fluo XL Highlighters Chisel Tip Pack 4	1
Winc Exercise Book A4 10mm Grid 56gsm 48 Pages	2
Bostik Glu Stik 35g	2
Winc Display Book Non-Refillable Insert Cover A4 20 Pocket - Red	1
Buddee BD903032-BK Premium Volume Limited Headphones Black/Silver	1
Winc Megaspace Scrapbook 335x245mm 100gsm Plain 64 Pages	5
Winc Exercise Book A4 14mm Thirds Red Margin 56gsm 64 Pages	8
Winc Document Wallet Polypropylene A4 Button Clear	1
Faber-Castell Eraser With Sleeve PVC-Free Large	2
Winc Max-tack Reusable Adhesive Squares Blue 75g	1
Teter Mek Round Coloured Pencils Pack 12	1
Winc Self-Stick Removable Notes 76 x 76mm Neon 5 Pads Pack	1
My Wellbeing Journal Years 3 & 4	1
Olympic Project Book 524 335x240mm 90gsm 14mm 24 Pages (to be used for LOTE - Indonesian)	1
New Improved Modern Cursive Handwriting VIC Year 3	1
Celco School Scissor 6Inch 152mm	1

Voluntary contributions may be made all at once or multiple contributions can be made over the year. Contributions can also be made through WINC online when completing your booklist. If you do not want to use the WINC online purchasing system to make payment for any voluntary contributions or extra-curricular items and activities, please let us know and we can send home a credit card slip for you.

**Table 1**

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
<p><i>Classroom and specialists consumables, materials and equipment</i></p> <ul style="list-style-type: none"> <li>• Classroom – items purchased in bulk, eg book boxes, glue, coloured paper for writing, drawing and crafting, string, google eyes - \$20</li> <li>• Art – paint &amp; craft materials for art including drawing &amp; painting materials, oil pastels, charcoal, acrylic paints, pva glue, pens, craft paper, clay, inks - \$20</li> <li>• STEM - Corks, cotton wool, string, straws, glue, paint, google eyes, match sticks, paper cup, soil, seeds, other craft supplies - \$20</li> <li>• Plastic Book Tub - \$10</li> </ul>	\$70
<p><i>Online Subscriptions</i></p> <ul style="list-style-type: none"> <li>• Mathletics -\$16</li> </ul>	\$16
<i>Student Assessments - Essential Assessments (literacy &amp; numeracy)</i>	\$14
<i>Printing and photocopying of worksheets and learning materials</i>	\$10
<p><i>Whole school event</i></p> <ul style="list-style-type: none"> <li>• <i>Brainstorm Incursion-\$7</i></li> </ul>	\$7
<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<p><i>Student and parent communication tools</i></p> <ul style="list-style-type: none"> <li>• Sentral - \$16</li> <li>• See Saw - \$8</li> </ul>	\$24
Specialist equipment – drones, robots, sporting and music equipment	\$50
Student Assistance Program – these funds help support families struggling to pay for school costs who have demonstrated financial hardship	\$10
First Aid	\$5
School grounds maintenance and improvements	\$20
<b>Tax deductible contributions</b>	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. Suggested amount \$20.	\$_____
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. Suggested amount \$20.	\$_____
<b>Total Amount</b>	<b>\$</b>

### **Extra-Curricular Items and Activities**

Ocean Grove 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.

After reviewing this arrangement, we will not be adding the extra-curricular items and activities to the WINC booklist next year, however you will be able to pay them through Sentral on a pay as you go basis. Payments may also be made anytime in advance and this will sit on your family account and be allocated once the charge is put on.

School photos are ordered and paid for directly to the company.

### **Financial Support for Families**

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

- The Camps, Sports and Excursions Fund (available for families who hold a health care or pensioner card \$125 per year per student)
- Flexible payment arrangements including cash, credit Centrepay or BPay are able to be set up for families or they can set up regular direct debit or BPay transfer

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Lara Field, Business Manager on 5255 1340 or email [ocean.grove.ps@education.vic.gov.au](mailto:ocean.grove.ps@education.vic.gov.au).

### **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. Please refer to Ocean Grove's Refund policy on the school website.

### **Thank you**

On behalf of the Ocean Grove Primary School community, we thank you for your financial contributions and we will do our best to provide a fantastic teaching and learning program combines with great facilities for your child.

Scott McCumber  
Principal

# 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.