



KILLARA PRIMARY SCHOOL

Phillip Drive, Sunbury 3429

PO Box 629 Sunbury 3429

Telephone 9744 6432

Email: killara.ps@education.vic.gov.au

ABN 30 621 474 323

Friday 7 November 2025

Dear parent/guardian/carer,

Killara Primary School is looking forward to another great year of teaching and learning and would like to advise you of Killara Primary School's voluntary financial contributions for 2026.

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 provide special curriculum experiences such as Inquiry unit activities; improved library facilities; and programs such as the School Wide Positive Behaviour Program.

Please find attached our School's Voluntary Financial Contribution schedule for 2026, which includes an overview of how your financial contribution will support the exemplary teaching and learning programs delivered at Killara Primary School.

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

Yours sincerely,

Sue Muir
Principal

Terri Cassar
School Council President



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Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables, materials & equipment • Classroom materials bulk purchased for shared use: (whiteboard markers, tissues, photocopy paper) • Printing and photocopying of learning materials • Inquiry – classroom materials and consumables • English – book boxes, guided reading books, take home books • Mathematics – teaching resources, concrete materials • Art – paint, crayons, canvas, glitter, coloured paper • Physical Education – equipment • Performing Arts – teaching resources • STEM – equipment, teaching resources (including robotics and Lego education)	\$115.00
Digital Technologies – Prep to Year 2 • Contribution towards provision of technology devices to be used in the classroom and specialist areas • Maintenance of school ICT facilities and online subscriptions, digital resources and applications	\$40.00
Digital Technologies – Year 3 to Year 6 • Contribution towards provision of technology devices to be used in the classroom and specialist areas • Maintenance of school ICT facilities and online subscriptions, digital resources and applications	\$60.00
Total Amount per child - Years P – 2	\$155.00
Total Amount per child - Years 3 - 6	\$175.00



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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. Curriculum contributions are listed on this book list to enable you to make a single payment for all items.

Extra-Curricular Items and Activities

Killara 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. Payment can be made via Compass during the school year.

Extra-Curricular Items and Activities	Amount
School Yearbook	\$10.00
School Camps – Year 3/4 & Year 5/6 These activities are designed to enhance and broaden the educational experience of students.	\$TBC
Excursion and Incursions Incursions and excursions are provided to students to enhance and broaden their experience.	\$TBC
Total Extra-Curricular Items and Activities	\$TBC

You will be provided with information on Extra-Curricular Items and Activities such as camps and excursions during the school year.



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Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- Payment plans

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

Emily Healey

Ph: 03 9744 6432 | Email: killara.ps@education.vic.gov.au

Payment methods

All book list items may be purchased through the Maxim Office Group online portal. Payment for Curriculum Contributions can be made via the Maxim Office Group online portal or at the School Office.

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.

Totals

Category	
Prep	
Curriculum Contributions – Years P-2	\$155.00
Educational Items for Students to Own (as per book list)	\$88.13
Total Prep	\$243.13
Year 1	
Curriculum Contributions – Years P-2	\$155.00
Educational Items for Students to Own (as per book list)	\$98.59
Total Year 1	\$253.59
Year 2	
Curriculum Contributions – Years P-2	\$155.00
Educational Items for Students to Own (as per book list)	\$100.64
Total Year 2	\$254.64
Year 3	
Curriculum Contributions – Years 3-6	\$175.00
Educational Items for Students to Own (as per book list)	\$80.49
Total Year 3	\$255.49
Year 4	
Curriculum Contributions – Years 3-6	\$175.00
Educational Items for Students to Own (as per book list)	\$80.49
Total Year 4	\$255.49
Year 5	
Curriculum Contributions – Years 3-6	\$175.00
Educational Items for Students to Own (as per book list)	\$83.74
Total Year 5	\$258.74
Year 6	
Curriculum Contributions – Years 3-6	\$175.00
Educational Items for Students to Own (as per book list)	\$83.74
Total Year 6	\$258.74



HOW TO ONLINE ORDER WITH MAXIM OFFICE GROUP PTY LTD

Killara Primary School

Dear Parents,

Many thanks for supporting Killara PS with the online portal for Backpack purchasing. We have partnered with Maxim Office Group Pty Ltd to ensure a seamless school start for 2026. Packs will be delivered to the school for collection.

Please note:

Orders must be placed by Friday the 19th of December to ensure delivery is on time, ready for day one of 2026.

Any orders after this date will incur a late order processing fee of \$15 and will be delivered within the 1st two weeks of February.

Packs will be delivered to the school and distributed to your child's 2026 classroom.

To order your Backpack:

1. Please follow this link: <http://www.maxim.booklists.com.au> or go to our main website and click the link 'BOOKLIST' as indicated below



2. Your access code is: **KILLARAPS**
**Please note this is capital sensitive. Please enter code as displayed in screen.*
3. Select the year level required for order **This is the year your child is going into for 2026.**
4. Please ensure that the students' name, your name and contact details are given and correct
5. Select 'Place order'
6. If purchasing more than one booklist, please select 'Add another booklist' and follow the same procedure from step 3
7. Select 'Proceed to payment options'
8. Your total payment amount required will display on screen
9. Select 'Pay Now'
10. Please choose your check-out option – Credit/ Direct Debit available. Ensure payment details are correctly entered
11. You will receive a payment receipt and an order confirmation to the email address you provided
12. Your child's pack/s will be delivered to the school for collection

Thank you,
Maxim Office Group Pty Ltd

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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- 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.

Stock Code	Description	Qty
SB1064	Educ8 Scrapbook 64 Page 335 x 245mm 100gsm	3
LEB6596	Writer Premium 330x240mm 64pg 1/2 Plain-1/2 24mm Dotted Thirds Story	3
LEB6550	Writer Premium Story Book 64pg Top 1/2 plain - Bottom 1/2 24mm solid	3
L140921	Educ8 A4 24mm Dotted Thirds 48 Page Exercise Book 70gsm EACH	1
9781741353006	Firefly Writing Time VIC Foundation (Prep)	1
JP706SG	Scissors - School Right Handed 150mm Red	1
30840737	Glue Stick - Blu Stik 35 gram 30603336	4
ETC001	Educ8 Twist Crayons Pack 12	1
L12-116572-2B	Faber Castell Triangular 2B Pencils Junior Grip EACH	10
16-115853	Faber Castell Tri-Grip Coloured Pencils Assorted Box 12	2
974398	Pencil Case Vinyl 225 x 140mm	1
EPP102	PP Envelope A4 with Button Clear	1
EPP209	PP Envelope A4 with Button Red	1
L4364BK	MonAmi Whiteboard Marker Black EACH	5
EWPA4	Educ8 Swap, Write & Wipe Pockets 25cm x 35cm	1
DMAGWE	Educ8 Small Dry Mag Whiteboard Erasers Each	1
EDSWDOTT24	A4 Double Sided mm Dotted Thirds Whiteboard	1
CBP	Calico Bags Purple	1

Book Lists

- Above is a list of items that the school recommends for each individual student.
- Items can be purchased as a pack from Maxim Office Group for your child to individually own and use and will be delivered directly to your child's 2026 classroom.
- If you are purchasing these items from Maxim Office Group, please ensure you order by the cut-off date – **Friday 19th December 2025** so delivery will be in time for day 1 of Term 1 2026.
- If orders are received after this date packs can't be guaranteed to arrive at school by day 1 of Term 1.

Year 1 Pack

Stock Code	Description	Qty
L140846	Educ8 18mm Writing Book 335 x 245mm Dotted 3rds 64 Pages	5
SB1064	Educ8 Scrapbook 64 Page 335 x 245mm 100gsm	4
9781741352948	Firefly Writing Times VIC Book 1	1
974398	Pencil Case Vinyl 225 x 140mm	1
PSM001	Educ8 Safety Markers Pack 12	1
JP706SG	Scissors - School Right Handed 150mm Red	1
30840737	Glue Stick - Blu Stik 35 gram 30603336	6
1006Z	Sharpener Pencil Metal Double Hole	1
ETC001	Educ8 Twist Crayons Pack 12	1
L82-7085-20	Eraser Faber Castell PVC Free Large	1
L12-116572-HB	Faber Castell Triangular HB Pencils Junior Grip EACH	5
L126 12-2	Noris Maxi Learner Red EACH	1
126 12NC10	Noris Maxi Learner Coloured Pencils Box 10 ass	1
RWE30	Ruler 30cm Wooden Educ8 Essential Each	1
EVDA4	Educ8 Visual Art Diary A4 120 Page	1
MTEHS01	MCONNECTED Multimedia Headset	1
L140971	Educ8 Grid Book A4 10mm 48 Page 70gsm EACH	2
L4-345005	Edding 345 Highlighter Yellow EACH	1
EPP102	PP Envelope A4 with Button Clear	1
L4364BK	MonAmi Whiteboard Marker Black EACH	2
EWPA4	Educ8 Swap, Write & Wipe Pockets 25cm x 35cm	1
DMAGWE	Educ8 Small Dry Mag Whiteboard Erasers Each	1
EDSWDOTT18	Educ8 A4 Double Sided 18mm Dotted Thirds Whiteboard	1
CBR	Calico Bags Red	1

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Year 2 Pack

Stock Code	Description	Qty
L140846	Educ8 18mm Writing Book 335 x 245mm Dotted 3rds 64 Pages	5
SB1064	Educ8 Scrapbook 64 Page 335 x 245mm 100gsm	4
9781741352955	Firefly Writing Times VIC Book 2	1
974398	Pencil Case Vinyl 225 x 140mm	1
PSM001	Educ8 Safety Markers Pack 12	1
JP706SG	Scissors - School Right Handed 150mm Red	1
30840737	Glue Stick - Blu Stik 35 gram 30603336	5
1006Z	Sharpener Pencil Metal Double Hole	2
ETC001	Educ8 Twist Crayons Pack 12	1
L82-7085-20	Eraser Faber Castell PVC Free Large	2
L12-116572-HB	Faber Castell Triangular HB Pencils Junior Grip EACH	5
L126 12-2	Noris Maxi Learner Red EACH	1
126 12NC10	Noris Maxi Learner Coloured Pencils Box 10 ass	1
RWE30	Ruler 30cm Wooden Educ8 Essential Each	1
EVDA4	Educ8 Visual Art Diary A4 120 Page	1
MTEHS01	MCONNECTED Multimedia Headset	1
L140971	Educ8 Grid Book A4 10mm 48 Page 70gsm EACH	2
L4-345005	Edding 345 Highlighter Yellow EACH	1
EPP102	PP Envelope A4 with Button Clear	1
L4364BK	MonAmi Whiteboard Marker Black EACH	4
EWPA4	Educ8 Swap, Write & Wipe Pockets 25cm x 35cm	1
DMAGWE	Educ8 Small Dry Mag Whiteboard Erasers Each	1
EDSWDOTT18	Educ8 A4 Double Sided 18mm Dotted Thirds Whiteboard	1
CBBL	Calico Bags Blue	1

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Year 3 Pack

Stock Code	Description	Qty
L140927	Educ8 A4 14mm Dotted Thirds 64 Page Exercise Book	6
L140971	Educ8 Grid Book A4 10mm 48 Page 70gsm EACH	2
SB1064	Educ8 Scrapbook 64 Page 335 x 245mm 100gsm	1
MPCN2B	Name pencil case 340 x 170mm Orange/ Blue zip	1
PSM001	Educ8 Safety Markers Pack 12	1
JP706SG	Scissors - School Right Handed 150mm Red	1
30840737	Glue Stick - Blu Stik 35 gram 30603336	2
1006Z	Sharpener Pencil Metal Double Hole	1
L5654-01	Repositionable Notes Marbig 75 x 75mm EACH	1
L82-7085-20	Eraser Faber Castell PVC Free Large	1
LE1111HB	Educ8 Graphite Pencil HB	4
RMX002	Educ8 Ballpoint Pen Blue EACH	4
RMX003	Educ8 Ballpoint Pen Red EACH	4
83011	Educ8 Coloured Pencils Assorted Pack 12	1
L4-345009	Edding 345 Highlighter Pink EACH	1
L4-345005	Edding 345 Highlighter Yellow EACH	1
RUT30	Educ8 Ruler 30cm Clear Plastic	1
0213532	Stablio Point Assorted Wallet 10	1
EVDA4	Educ8 Visual Art Diary A4 120 Page	1
L1413001	Edding Fineliner 0.4mm Black Each	2
MTEHS01	MCONNECTED Multimedia Headset	1
L4364BK	MonAmi Whiteboard Marker Black EACH	2
EWPA4	Educ8 Swap, Write & Wipe Pockets 25cm x 35cm	1
DMAGWE	Educ8 Small Dry Mag Whiteboard Erasers Each	1
EDSWBA4	Double-sided A4 Magnetic Whiteboard	1
CBOR	Calico Bags Orange	1

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Year 4 Pack

Stock Code	Description	Qty
L140927	Educ8 A4 14mm Dotted Thirds 64 Page Exercise Book	6
L140971	Educ8 Grid Book A4 10mm 48 Page 70gsm EACH	2
SB1064	Educ8 Scrapbook 64 Page 335 x 245mm 100gsm	1
MPCN2B	Name pencil case 340 x 170mm Orange/ Blue zip	1
PSM001	Educ8 Safety Markers Pack 12	1
JP706SG	Scissors - School Right Handed 150mm Red	1
30840737	Glue Stick - Blu Stik 35 gram 30603336	2
1006Z	Sharpener Pencil Metal Double Hole	1
L5654-01	Repositionable Notes Marbig 75 x 75mm EACH	1
L82-7085-20	Eraser Faber Castell PVC Free Large	1
LE1111HB	Educ8 Graphite Pencil HB	4
RMX002	Educ8 Ballpoint Pen Blue EACH	4
RMX003	Educ8 Ballpoint Pen Red EACH	4
83011	Educ8 Coloured Pencils Assorted Pack 12	1
L4-345009	Edding 345 Highlighter Pink EACH	1
L4-345005	Edding 345 Highlighter Yellow EACH	1
RUT30	Educ8 Ruler 30cm Clear Plastic	1
0213532	Stablio Point Assorted Wallet 10	1
EVDA4	Educ8 Visual Art Diary A4 120 Page	1
L1413001	Edding Fineliner 0.4mm Black Each	2
MTEHS01	MCONNECTED Multimedia Headset	1
L4364BK	MonAmi Whiteboard Marker Black EACH	4
EWPA4	Educ8 Swap, Write & Wipe Pockets 25cm x 35cm	1
DMAGWE	Educ8 Small Dry Mag Whiteboard Erasers Each	1
EDSWBA4	Double-sided A4 Magnetic Whiteboard	1
CBG	Calico Bags Green	1

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Year 5 Pack

Stock Code	Description	Qty
L140961	Educ8 A4 8mm 64 Page Exercise Book 70gsm	4
L140971	Educ8 Grid Book A4 10mm 48 Page 70gsm EACH	3
L140966	Educ8 A4 8mm 96 Page Exercise Book 70gsm	1
MPCN2B	Name pencil case 340 x 170mm Orange/ Blue zip	1
PSM001	Educ8 Safety Markers Pack 12	1
JP706SG	Scissors - School Right Handed 150mm Red	1
30840737	Glue Stick - Blu Stik 35 gram 30603336	2
1006Z	Sharpener Pencil Metal Double Hole	1
L5654-01	Repositionable Notes Marbig 75 x 75mm EACH	4
L82-7085-20	Eraser Faber Castell PVC Free Large	5
LE1111HB	Educ8 Graphite Pencil HB	5
RMX002	Educ8 Ballpoint Pen Blue EACH	4
RMX003	Educ8 Ballpoint Pen Red EACH	2
83011	Educ8 Coloured Pencils Assorted Pack 12	1
L1106BK	Penline Fineliner Black 0.4 EACH	1
4-345-4	Edding 345 Highlighter Wallet 4	1
RUT30	Educ8 Ruler 30cm Clear Plastic	1
0213532	Stablio Point Assorted Wallet 10	1
EVDA4	Educ8 Visual Art Diary A4 120 Page	1
MTEHS01	MCONNECTED Multimedia Headset	1
L4364BK	MonAmi Whiteboard Marker Black EACH	3
EWPA4	Educ8 Swap, Write & Wipe Pockets 25cm x 35cm	1
DMAGWE	Educ8 Small Dry Mag Whiteboard Erasers Each	1
EPP107	PP Envelope A4 with Button Purple	1
EDSWBA4	Double-sided A4 Magnetic Whiteboard	1
CBY	Calico Bags Yellow	1

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Year 6 Pack

Stock Code	Description	Qty
L140961	Educ8 A4 8mm 64 Page Exercise Book 70gsm	4
L140971	Educ8 Grid Book A4 10mm 48 Page 70gsm EACH	3
L140966	Educ8 A4 8mm 96 Page Exercise Book 70gsm	1
MPCN2B	Name pencil case 340 x 170mm Orange/ Blue zip	1
PSM001	Educ8 Safety Markers Pack 12	1
JP706SG	Scissors - School Right Handed 150mm Red	1
30840737	Glue Stick - Blu Stik 35 gram 30603336	2
1006Z	Sharpener Pencil Metal Double Hole	1
L5654-01	Repositionable Notes Marbig 75 x 75mm EACH	4
L82-7085-20	Eraser Faber Castell PVC Free Large	5
LE1111HB	Educ8 Graphite Pencil HB	5
RMX002	Educ8 Ballpoint Pen Blue EACH	4
RMX003	Educ8 Ballpoint Pen Red EACH	2
83011	Educ8 Coloured Pencils Assorted Pack 12	1
L1106BK	Penline Fineliner Black 0.4 EACH	1
4-345-4	Edding 345 Highlighter Wallet 4	1
RUT30	Educ8 Ruler 30cm Clear Plastic	1
0213532	Stablio Point Assorted Wallet 10	1
EVDA4	Educ8 Visual Art Diary A4 120 Page	1
MTEHS01	MCONNECTED Multimedia Headset	1
L4364BK	MonAmi Whiteboard Marker Black EACH	3
EWPA4	Educ8 Swap, Write & Wipe Pockets 25cm x 35cm	1
DMAGWE	Educ8 Small Dry Mag Whiteboard Erasers Each	1
EPP107	PP Envelope A4 with Button Purple	1
EDSWBA4	Double-sided A4 Magnetic Whiteboard	1
CBBK	Calico Bags Black	1

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