



KILLARA PRIMARY SCHOOL

Phillip Drive, Sunbury 3429

PO Box 629 Sunbury 3429

Telephone 9744 6432

Fax 9744 4956

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

ABN. 30 621 474 323

7th November 2022

Dear parent/guardian,

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 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 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 2023, 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

Dan Peters

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 <ul style="list-style-type: none">Classroom – cover paper, coloured paper, inquiry materialsArt – paint, crayons, canvas, glitter, coloured paperEnglish – book boxes, guided reading books, take home booksMathematics – teaching resources, concrete materialsJapanese – classroom materialsSTEM - equipment	\$50
Printing and photocopying of learning materials	\$10.00
Total Amount per child - Years P - 4	\$60.00
Year 5/6 Netbooks – provision of take-home devices Payable in full or in 4 instalments of \$45.00 each	\$180.00
Total Amount per child - Years 5 - 6	\$240.00

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 and Year 5/6 Netbooks 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.

You will be provided with information on these Extra-Curricular Items and Activities during the year.

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:

Andrea Heales

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



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Total

Category	
Curriculum Contributions – Years P-4	\$60.00
Curriculum Contributions – Years 5-6 (including Netbook)	\$240.00

Payment methods

All items may be purchased through the Maxim Office Group Book List.

Year 5/6 Netbooks payment options:

- Full payment of \$180.00 on book list
- Term 1 payment of \$45.00 on book list
- Terms 2, 3 & 4 payments of \$45.00 via QKR or EFT at School

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.



HOW TO ORDER ONLINE WITH MAXIM OFFICE GROUP PTY LTD

Dear Parents,

Many thanks for supporting Killara Primary School with the online portal. We have partnered with Maxim Office Group to ensure a seamless school start for 2023. Packs will be delivered to the school for your child/ren.

Ordering will be available from Monday 7th November 2022.

Please note;

Orders must be placed by Tuesday 20th December 2022 to ensure delivery is on time and ready for the beginning of Term 1. Your child's books will be delivered directly to their 2023 classroom.

For more information, please contact the school office on 03 9744 6432.

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: **KILLARAPS**
**Please note this is capital sensitive. Please enter code as displayed above.*
3. Select the year level required for order
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/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 any assistance with ordering, please call Maxim on 1800 25 35 35 and select option 1.

Thank you.
Maxim Office Group



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.



Killara Primary School
STUDENT BOOKPACKS 2023

PREP

CODE	ITEM	QTY
SB1064	EDUC8 Scrapbook 64pg 100gsm	5
LE6550	Writer Premium Story Book Plain/24mm ruled 64pg	3
L140921	EDUC8 A4 24mm Dotted Thirds 48pg	1
9781741353006	Firefly Writing Time Vic Prep	1
PSM001	EDUC8 Safety Markers Pk 12	1
JP706SG	150mm (6") School Scissors. Right handed (Red)	1
30603336	Glue Stick Blu Stick 35gm	6
L4-360001	Edging 360 Whiteboard Marker Black Bullet	2
ETC001	EDUC8 Twist Crayons Pk 12	2
L12-116572-2B	Faber Castel Triangular 2B Pencils Junior Grip	6
16-115853	Faber Castel Tri-Grip coloured pencils 12pk	1
974398	Pencil Case Vinyl 225 X 140mm	1
EPP209	PP Envelope A4 with Button Red	1
L140957	Educ8 A4 18mm Ruled 64 pg Exercise Book	1
MSB1064	Educ8 Scrapbook Mini 64 Pg 165 x 245mm	1
	Reader Bag	1
9781921727207	Createl Reading Trek Diary	1

YEAR 1

CODE	ITEM	QTY
L140846	EDUC8 Writing Book 18mm Dotted Thirds 64pg	5
SB1064	EDUC8 Scrapbook 64pg 100gsm	4
L140997	EDUC8 18mm Project Book A4 Dotted Thirds 96pg	2
9781741352948	Firefly Writing Times Vic Year 1	1
974398	Pencil case 225 x 140mm	1
PSM001	EDUC8 Safety Markers Pk 12	1
JP706SG	150mm (6") School Scissors. Right handed (Red)	1
30603336	Glue Stick Blu Stick 35gm	4
1006Z	Sharpener Metal Double Hole	2
L4-360001	Edging 360 Whiteboard Marker Black Bullet	4
ETC001	EDUC8 Twist Crayons Pk 12	2
L82-7085-20	Eraser Faber Castell PVC Free Large	2
L12-116572-HB	Faber Castell Triangular Junior Grip HB	5
L126 12-2	Noris Maxi Learner Red	1
12612NC10	Noris Maxi Learner Coloured Pencils 10pk	2
RWE30	Ruler 30cm Wooden	1
EVDA4	EDUC8 Visual Art Diary A4	1
MTEHS01	Multi Media Headset, Shintaro	1
9781921727207	Createl Reading Trek Diary	1

YEAR 2

CODE	ITEM	QTY
L140846	EDUC8 Writing Book 18mm Dotted Thirds 64pg	5
SB1064	EDUC8 Scrapbook 64pg 100gsm	4
L140997	EDUC8 18mm Project Book A4 Dotted Thirds 96pg	2
9781741352955	Firefly Writing Time Vic Year 2	1
974398	Pencil case 225 x 140mm	1
PSM001	EDUC8 Safety Markers Pk 12	1
JP706SG	150mm (6") School Scissors. Right handed (Red)	1
30603336	Glue Stick Blu Stick 35gm	4
1006Z	Sharpener Metal Double Hole	2
L4-360001	Edding 360 Whiteboard Marker Black Bullet	4
ETC001	EDUC8 Twist Crayons Pk 12	2
L82-7085-20	Eraser Faber Castell PVC Free Large	2
L12-116572-HB	Faber Castell Triangular Junior Grip HB	5
L126 12-2	Noris Maxi Learner Red	1
12612NC10	Noris Maxi Learner Coloured Pencils 10pk	2
RWE30	Ruler 30cm Wooden	1
EVDA4	EDUC8 Visual Art Diary A4	1
MTEHS01	Multi Media Headset, Shintaro	1
9781921727207	Createl Reading Trek Diary	1

YEAR 3

CODE	ITEM	QTY
L140762	Exercise Book 14mm Dotted Thirds 64pg	5
L140971	EDUC8 A4 10mm 48pg Grid Book 70gsm	2
SB1064	EDUC8 Scrapbook 64pg 100gsm	1
L140995	EDUC8 A4 14mm 96pg Project Book Dotted Thirds	2
9781741352962	Firefly Writing Time Vic Year 3	1
MPCN2B	Name pencil case 340 x 170mm Orange/ Blue zip	1
PSM001	EDUC8 Safety Markers Pk 12	1
JP706SG	150mm (6") School Scissors. Right handed (Red)	1
30603336	Glue Stick Blu Stick 35gm	4
1006Z	Sharpener Metal Double Hole	1
L5654-01	Repositionable Notes Marbig 75 x 75mm	1
L4-360001	Edding 360 Whiteboard Marker Black Bullet	1
L82-7085-20	Eraser Faber Castell PVC Free Large	1
LE1111HB	EDUC8 Graphite Pencil HB	4
RMX002	Radius Ballpoint Pen Blue	2
RMX003	Radius Ballpoint Pen Red	2
83011	EDUC8 Coloured Pencils Pk 12	2
L4-345009	Edding 345 Highlighter Pink	1
L4-345005	Edding 345 Highlighter Yellow	1
RUT30	Ruler 30cm Clear Plastic	1
0213532	Stabilo Point 88 Wallet 10 Assorted	1
EVDA4	EDUC8 Visual Art Diary A4	1
L1413001	Edding Fineliner 0.4mm black	2
MTEHS01	Multi Media Headset, Shintaro	1
9781921727399	Createl Study Trek Diary	1

YEAR 4

CODE	ITEM	QTY
L140762	Exercise Book 14mm Dotted Thirds 64pg	5
L140971	EDUC8 A4 10mm 48pg Grid Book 70gsm	2
SB1064	EDUC8 Scrapbook 64pg 100gsm	1
L140995	EDUC8 A4 14mm 96pg Project Book Dotted Thirds	2
9781741352979	Firefly Writing Time Vic Year 4	1
MPCN2B	Name pencil case 340 x 170mm Orange/ Blue zip	1
PSM001	EDUC8 Safety Markers Pk 12	1
JP706SG	150mm (6") School Scissors. Right handed (Red)	1
30603336	Glue Stick Blu Stick 35gm	4
1006Z	Sharpener Metal Double Hole	1
L5654-01	Repositionable Notes Marbig 75 x 75mm	1
L4-360001	Edding 360 Whiteboard Marker Black Bullet	1
L82-7085-20	Eraser Faber Castell PVC Free Large	1
LE1111HB	EDUC8 Graphite Pencil HB	4
RMX002	Radius Ballpoint Pen Blue	2
RMX003	Radius Ballpoint Pen Red	2
83011	EDUC8 Coloured Pencils Pk 12	2
L4-345009	Edding 345 Highlighter Pink	1
L4-345005	Edding 345 Highlighter Yellow	1
RUT30	Ruler 30cm Clear Plastic	1
0213532	Stabilo Point 88 Wallet 10 Assorted	1
EVDA4	EDUC8 Visual Art Diary A4	1
L1413001	Edding Fineliner 0.4mm black	2
MTEHS01	Multi Media Headset, Shintaro	1
9781921727399	Createl Study Trek Diary	1

YEAR 5

CODE	ITEM	QTY
L140961	EDUC8 A4 8mm 64pg Exercise Book	5
L140971	EDUC8 A4 10mm 48pg Grid Book 70gsm	2
L140966	EDUC8 A4 8mm 96pg Exercise Book	1
MPCN2B	Name pencil case 340 x 170mm Orange/ Blue zip	1
PSM001	EDUC8 Safety Markers Pk 12	1
JP706SG	150mm (6") School Scissors. Right handed (Red)	1
30603336	Glue Stick Blu Stick 35gm	2
1006Z	Sharpener Metal Double Hole	1
L5654-01	Repositionable Notes Marbig 75 x 75mm	1
L4-360001	Edding 360 Whiteboard Marker Black Bullet	1
L82-7085-20	Eraser Faber Castell PVC Free Large	1
LE1111HB	EDUC8 Graphite Pencil HB	4
RMX002	Radius Ballpoint Pen Blue	4
RMX003	Radius Ballpoint Pen Red	2
83011	EDUC8 Coloured Pencils Pk 12	1
L1106BK	Penline Fineliner Black 0.4	2
4-345-4	Edding 345 Highlighter Wallet 4	1
RUT30	Ruler 30cm Clear Plastic	1
0213532	Stabilo Point 88 Wallet 10 Assorted	1
EVDA4	EDUC8 Visual Art Diary A4	1
MTEHS01	Multimeadia Headset, Shintaro	1
9781921727399	Createl Study Trek Diary	1

YEAR 6

CODE	ITEM	QTY
L140961	EDUC8 A4 8mm 64pg Exercise Book	5
L140971	EDUC8 A4 10mm 48pg Grid Book 70gsm	2
L140966	EDUC8 A4 8mm 96pg Exercise Book	1
MPCN2B	Name pencil case 340 x 170mm Orange/ Blue zip	1
PSM001	EDUC8 Safety Markers Pk 12	1
JP706SG	150mm (6") School Scissors. Right handed (Red)	1
30603336	Glue Stick Blu Stick 35gm	2
1006Z	Sharpener Metal Double Hole	1
L5654-01	Repositionable Notes Marbig 75 x 75mm	1
L4-360001	Edding 360 Whiteboard Marker Black Bullet	1
L82-7085-20	Eraser Faber Castell PVC Free Large	1
LE1111HB	EDUC8 Graphite Pencil HB	4
RMX002	Radius Ballpoint Pen Blue	4
RMX003	Radius Ballpoint Pen Red	2
83011	EDUC8 Coloured Pencils Pk 12	1
L1106BK	Penline Fineliner Black 0.4	2
4-345-4	Edding 345 Highlighter Wallet 4	1
RUT30	Ruler 30cm Clear Plastic	1
0213532	Stabilo Point 88 Wallet 10 Assorted	1
EVDA4	EDUC8 Visual Art Diary A4	1
MTEHS01	Multimeadia Headset, Shintaro	1
9781921727399	Createl Study Trek Diary	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 2023 classroom.
- If you are purchasing these items from Maxim Office Group, please ensure you order by the cut-off date – **Tuesday 20th December** so delivery will be in time for day 1 of Term 1 2023.
- If orders are received after this date packs can't be guaranteed to arrive at school by day 1 of Term 1.