



A Rich Past, Present & Future

585 Kangaroo Ground - St. Andrews Road
Panton Hill, Victoria 3759
Phone: (03) 9719 7202
panton.hill.ps@education.vic.gov.au
ABN 41 279 387 515

Principal: Kylie Richards

20th November, 2023

Dear Parents,

Panton Hill Primary School is looking forward to another great year of teaching and learning and would like to advise you of Panton Hill Primary School's voluntary financial contributions for 2024.

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 will allow us to:

- Offer a wide range of subjects and special curriculum experiences for our students across all year levels
- Ensure the upkeep of our computer devices to enhance learning opportunities
- Purchase of new library books to encourage student borrowing and reading
- Continue to stock our classroom libraries for all year levels
- Investment in new Numeracy and Literacy resources
- Offer effective First Aid for all students
- Ongoing grounds and building maintenance as required and further new grounds improvements

Please find attached Panton Hill Primary School's voluntary financial contributions schedule for 2024, which includes an overview of what your contributions will contribute towards.

For further information on the Department's Parent Payments Policy please see the one-page overview attached or at <https://www.education.vic.gov.au/PAL/parent-payments-one-page-overview.docx> or for further information:

[Parent Payments: Policy | education.vic.gov.au](https://www.education.vic.gov.au/PAL/parent-payments-one-page-overview.docx)

Yours sincerely,

Kylie Richards

Principal

Megan King

School Council President

Leanne Cleary

Business Manager



2024 VOLUNTARY FINANCIAL CONTRIBUTIONS SCHEDULE

Prep - Year 6

CURRICULUM CONTRIBUTIONS	Annual Amount
Items and activities that students use, or participate in, to access the Curriculum	per STUDENT
<ul style="list-style-type: none">Classroom consumables, materials & equipmentPrinting and photocopying of worksheets and learning materialsICT Devices - provision of devices from the shared classroom setsPublications & library resourcesOnline class subscriptions<ul style="list-style-type: none">Reading EggsMathleticsSoundwavesPAT Maths and Reading	\$220
Other Contributions	Annual Amount
	per FAMILY
First aid equipment and hygiene costs	\$15
Student & parent communication tool - XUNO	\$15
School grounds maintenance and improvements	\$50

Suggested total amount of Curriculum Contributions	Number of students in your family	Amount \$
CURRICULUM CONTRIBUTIONS <i>(per student)</i>		\$
OTHER CONTRIBUTIONS <i>(per family)</i>	1 per family	\$
<i>Other optional excursions/camps/activities to be scheduled</i>		<i>TBA on Xuno</i>
TOTAL FAMILY CURRICULUM CONTRIBUTION		\$

Example Only	Number of students in your family	Amount \$
CURRICULUM CONTRIBUTIONS <i>(per student)</i>	2	\$440.00
OTHER CONTRIBUTIONS <i>(per family)</i>	1	\$80.00
<i>Other optional excursions/camps/activities to be scheduled</i>		<i>TBA on Xuno</i>
TOTAL FAMILY VOLUNTARY CURRICULUM CONTRIBUTIONS		<u>\$520.00</u>

Educational class items for students to own and use throughout 2024

Attached is a letter explaining the ordering process for our recommended student booklist. Panton Hill Primary School has again partnered with Maxim Office Group to ensure a seamless ordering process.

Extra-Curricular Items and Activities

Panton Hill Primary School offers a range of events 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 extra-curricular activities are provided on a **user-pays basis**. Details of these events and activities will be provided to families throughout the year on Xuno.

Financial Support for Families

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



- The Camps, Sports and Excursions Fund (CSEF)
- State Schools' Relief provides financial support for eligible families to purchase uniforms at a reduced rate. We also offer a second hand uniform cupboard.
- Payment Plans can be arranged for camps, excursion and activities through the office.

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

Leanne Cleary Ph. 9719 7202 panton.hill.ps@education.vic.gov.au

Parent contributions towards the offered voluntary's is essential to maintain the quality of education that we provide at Panton Hill Primary School. We appreciate your support.

Student's Name: Year

Student's Name: Year

Student's Name: Year

Payment methods

Panton Hill Primary School accepts EFTPOS, cash, credit card authority, direct deposit and payments via Xuno

Panton Hill Primary School - Direct Deposit

Please use your Family Name / 2024 as a reference.

Account Name: Panton Hill Primary School Council Account BSB: 063 222 ACC: 00901713

Panton Hill Primary School - Credit Card Authority

Student's Name _____ TOTAL \$ _____

Cardholder's Name: _____

Visa / Mastercard ____ / ____ / ____ / ____ Exp Date: ____ CCV: ____

Cardholder Signature: _____ Date: _____

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.

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.



ABN: 80 634 406 769

HOW TO ONLINE ORDER WITH MAXIM OFFICE GROUP PTY LTD

Panton Hill Primary School

Dear Parents,

Many thanks for supporting Panton Hill PS with the online portal. We have partnered with Maxim Office Group Pty Ltd to ensure a seamless school start for 2024. Packs will be delivered to the school for collection. If you have any questions, please call Maxim on 1800 25 35 35.

Please note:

Orders must be placed by Friday 3rd of November, 2023 to ensure delivery is on time for December, 2023. A second ordering cut off date is the 8th December for a January delivery.

Any orders placed after the above cut-off dates will incur a \$15 Late fee.

For collection date information, please contact the school office on 03 9719 7202.

To order your Bookpack:

1. Please follow this link: <http://www.maxim.booklists.com.au>
2. Your access code is: **PANTONHILL**
**Please note this is capital sensitive. Please enter code as displayed in screen.*
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/ 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

Maxim Office Group Pty Ltd
PO Box 1050
Leeton NSW 2705
25-27 Massey Ave
Leeton NSW 2705