



Dear Parent/Guardian,

**Re: Prep – 2024 Parent Payments**

Boronia Heights Primary School is looking forward to another great year of teaching and learning and would like to advise you of Boronia Heights 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 is 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 high quality programs and specialist class materials and equipment;
- Maintain and develop the school grounds and ovals;
- Upgrade our playgrounds and play areas;
- 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;
- Facilitate Literacy and Mathematics online digital subscriptions;
- Deliver a range of sporting equipment;
- 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,

*Mathew Anderton*

Mathew Anderton  
Acting Principal

*Sharon Walker*

Sharon Walker  
School Council President



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><b>PREP CONSUMABLES, MATERIALS &amp; EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>• <b>General Classroom Materials</b> – shared classroom stationary, paper, posters/charts, craft items, classroom libraries, readers</li> <li>• <b>ICT Devices</b> – provision of devices from the shared classroom sets</li> <li>• <b>Art</b> – paint, crayons, canvas, glitter, coloured paper, clay and glazes, modelling materials, construction/assemblage materials, drawing equipment</li> <li>• <b>STEAM</b> – clay, thick cord, cotton spools, rubber bands, pop sticks, beads, balloons, straws</li> <li>• <b>LOTE (German)</b> – worksheets, cooking ingredients, dictionaries</li> <li>• <b>Physical Education</b> – ribbons, certificate, rewards</li> <li>• <b>Music/Performing Arts</b> – costumes, song sheets, scripts, instruments</li> </ul>	\$100.00
<p><b>PREP ONLINE SUBSCRIPTIONS</b></p> <ul style="list-style-type: none"> <li>• Mathletics</li> <li>• Essential Assessment</li> <li>• Literacy Pro</li> </ul>	\$40.00
PREP Printing and photocopying of worksheets and learning materials	\$10.00
<b>Total Curriculum Contributions</b>	<b>\$150.00</b>
Other Contributions - for non-curriculum items and activities	Amount
School Sports Victoria affiliation	\$ 8.00
Student wellbeing programs	\$ 7.00
First aid equipment	\$ 5.00
School grounds maintenance and improvements	\$ 30.00
Contribution to Compass School Manager	\$ 10.00
<b>Total Other Contributions</b>	<b>\$ 60.00</b>
<b>TOTAL CURRICULUM AND OTHER CONTRIBUTIONS</b>	<b>\$ 210.00</b>



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72 LANDSCAPE DRIVE, BORONIA, 3155

TELEPHONE: (03) 9729 2614

EMAIL: [boronia.heights.ps@education.vic.gov.au](mailto:boronia.heights.ps@education.vic.gov.au)

### Payment methods

Parent contributions towards the requested payments is essential to maintain the quality of education that we provide at Boronia Heights Primary School. Preferred payment is via COMPASS. Payment plans can be organised in Compass or by contacting the school on 9729 2614, to set up a personalised plan.

Payment can also be made via BPAY. To obtain your personal BPAY details, please email the school.

Alternatively, cash, EFTPOS and cheque payments can be made directly at the Office.

### Financial Support for Families

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

- CSEF - Camps, Sports and Excursions Fund
- State Schools Relief (for school uniforms)
- Payment by instalments

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

Lori Lundberg – Business Manager

Ph: 03 9729 2614 | Email: [boronia.heights.ps@education.vic.gov.au](mailto:boronia.heights.ps@education.vic.gov.au)

### **Student Educational items/ Book Packs for students to own**

Attached is a list of items and a link for you to purchase the recommended and required school education items from COS (Complete Office Supplies) for your child to individually own and use. Our teachers put a lot of time and effort to specifically select the appropriate year level teaching tools. Therefore, if you choose to purchase your child's supplies from elsewhere, please ensure they are equivalent to the attached list.

# 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.



## BORONIA HEIGHTS PRIMARY SCHOOL - BTS PARENT PORTAL

### REQUIREMENTS FOR PREP, 2024

**Please order at [parent.cos.net.au](http://parent.cos.net.au)**

COS will be supplying your 2024 stationery packs. COS is a 100% Australian Family Owned & Operated school supplier. We've selected the list of items your child needs to start the year and worked with COS so you can order everything you need in one go and it will be delivered directly to your home before school starts.

The items listed on the following page have been selected as being required for Year 0 in 2024. To ensure delivery prior to Term 1, 2024, please place your order by 8<sup>th</sup> January 2024.

#### **2024 Requirements for Online Ordering**

Listed below are the easy steps for placing your online order available from Oct 6, 2023

#### **Ready to order?**

For a fast, simple, and secure way to place your order visit [parent.cos.net.au](http://parent.cos.net.au) and follow these steps:

1. Click on School Packs or Sign in button in the menu taskbar
2. Enter the **Username:** boroniaheightsprimary@cos.net.au / **Password:** Parents-24
3. Select the Year level required for 2024
4. Review product selection based on your requirements  
*(Please note, items may have been marked as either mandatory or optional by your school)*
5. Add your Pack to the shopping cart
6. Enter your Child's Details & Delivery Details
7. Enter in your credit card, PayPal or Pay4 details and then submit your order

You will receive an email order confirmation and can also request order tracking sent to your mobile.

#### **IMPORTANT INFORMATION REGARDING YOUR ORDER**

Please be advised that the transport industry and Australia post have informed us to the possibility of delays occurring during the months of December and January. To ensure that your School Packs arrive in time for the start of the school term, we strongly recommend sending your order as early as possible and adhering to the dates provided below. While we will continue to expedite deliveries beyond these dates, it may become challenging to guarantee their arrival before the commencement of the school term.

**Delivery Service:** All orders will be dispatched via Australia Post. Please note that specific delivery times cannot be requested. Should no one be available to receive the delivery, the goods will be taken to the nearest post office for collection and a notification card will be placed in your mailbox.

**Delivery Guarantee:** Orders placed before 11th December, will be delivered to your home by 24th December. Orders placed before 8th January will be delivered to your home prior to the commencement of Term 1, 2024. Orders placed after this date cannot be guaranteed to arrive on time.

**Delivery Charges:** All orders over \$55 (incl. GST) and placed before 3rd December are eligible for FREE delivery!

Order value	Order Date	Delivery Fee (Single Pack)	Delivery Fee (Multiple packs)
Over \$55 (incl. GST)	Prior to 3rd Dec	FREE	FREE
Under \$55 (incl. GST)	Prior to 3rd Dec	\$12.95 (incl. GST) per pack	\$9.95 (incl. GST) per pack
Any	After 3rd Dec	\$12.95 (incl. GST) per pack	\$9.95 (incl. GST) per pack

**Please note** some bulky items may have been selected to be delivered directly to your school.

**Pack Price including GST\$113.75 PREP**

Subject	COS Description	UOM	Qty	Price inc GST
	Bostik Glu Stik 35g Clear	Each	3	\$10.73
	COS Natural Tri Jumbo HB Pencil	Each	6	\$2.64
	Protex Scrap Book Jacket Clear	Each	1	\$1.30
	Student Magn D/Sided Plain/DT 24mm A3 White	Each	1	\$11.55
	COS BTS Student Pack Drawstring Bag Red	Each	1	\$0.00
	COS Mesh Pouch 350 x 245mm Clear	Each	1	\$3.85
	Display Book A4 40P Fixed Insert Cover Blue	Each	1	\$5.52
	COS Project 330x240 24mm DT 70gsm 64P Duck	Each	2	\$3.52
	COS Scrapbook 330x240mm Blank 100gsm 64P	Each	3	\$3.63
	COS Mini Scrapbook 165x245mm 100gsm 64Pg	Each	2	\$2.07
	Story Book 330x240 70gsm 24mm 64P Kangaroo (Marlu)	Each	2	\$4.18
	Writing Book 330x240mm 24mm DT 70gsm 64P Shark	Each	3	\$4.69
	COS Plastic Book Tub Light Blue	Each	1	\$8.71
	Westcott L/R AntiMicro Scissors 127mm Assorted	Each	1	\$2.64
	COS Magnetic Whiteboard Eraser Blue	Each	1	\$4.03
	Kluwell My Home Reading Yellow Junior 9780648237327	Each	1	\$4.95
	Targeting Handwriting Victoria Prep 9781741250879	Each	1	\$15.26
	Maped Barrel Pencil Sharpener Double	Each	1	\$2.64
	Expo Whiteboard Marker Fine 1.4mm Assorted	Pkt4	2	\$14.30
	COS Eraser Large	Each	1	\$0.39
	Faber Castell Jumbo Twist Crayons Assorted	Box12	1	\$7.15

Please contact COS with any queries regarding theParent Portal