

St. Albans Primary School

15th December, 2023

Dear Parent/Guardian,

St Albans Primary School is looking forward to another great year of teaching and learning and would like to advise you of our voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard curriculum requirements 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, this makes a huge difference to our school and the programs we can offer.

The following pages detail what your child will be given, the school would welcome a voluntary payment of \$60 per book pack.

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

Yours sincerely,



JOANNE RICHMOND
PRINCIPAL

THANH TRUONG
SCHOOL COUNCIL PRESIDENT

St. Albans Primary School

Essential Student Learning Items

Below is a list of items which are essential for your child to learn the standard curriculum. These items will be provided to each student in the relevant year level. ***The school would welcome a \$60 contribution to these items.***

Essential Student Learning Items	Amount
- Prep Student Stationery Packs & Subscriptions	
• Large Scrapbooks x 6	\$6.90
• Letter File A4 Clear x 2	\$0.50
• Soft Grip Scissors x 2	\$1.40
• Triangular Jumbo Colour Pencils 12 pack x 2	\$9.00
• Whiteboard Markers x 2	\$1.70
• Triangular Grip Pencils HB x 8	\$3.86
• Mini Scrapbooks x 3	\$2.40
• Premium Story Book x 1	\$1.50
• Staedtler Twister Crayons x 2	\$7.70
• Bostik Glu Stick x 4	\$7.80
• Book Box x 1	\$2.50
• Library Bag x 1	\$2.00
• Take Home Book Bag	\$8.95
• Reading Eggs	\$33.00
• Maths Seeds	\$19.20
• Seesaw Subscription	\$8.50
• JBL Headphones	\$17.00
	\$133.91

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Essential Student Learning Items	Amount
- Year 1 Student Stationery Pack & Subscriptions	
• Visual Art Diary A4 120 page x 1	\$3.00
• Mega Scrapbook x 7	\$8.05
• Bostik Glu Stik x 4	\$7.80
• Triangular Grip HB Pencils x 2	\$0.80
• Staedtler Twister Crayons 12 pack x 1	\$3.85
• Document Wallet A4 with Button x 2	\$1.40
• Premium A4 64 page Exercise Book 25 mm ruled x 1	\$0.90
• Jumbo Triangular Colour Pencils 12 pack x 1	\$4.50
• Whiteboard Markers x 2	\$2.55
• Premium Story Book 24mm ruled / plain x 1	\$1.50
• Mini Scrapbook x 4	\$3.20
• Book Box x 1	\$2.50
• Library Bag x 1	\$2.00
• JBL Headphones	\$17.00
• Seesaw Subscription	\$8.50
	\$67.55

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Essential Student Learning Items	Amount
- Year 2 Student Stationery Packs & Subscriptions	
• Visual Art Diary A4 120 page x 1	\$3.00
• Mega Scrapbook x 7	\$8.05
• Premium Writing Book 18mm Dotted Thirds + Margin x 2	\$2.50
• Bostik Glu Stik x 4	\$7.80
• Triangular Grip HB Pencils x 2	\$0.80
• Staedtler Twister Crayons 12 pack x 1	\$3.85
• Document Wallet A4 with Button x 2	\$1.40
• Jumbo Triangular Colour Pencils 12 pack x 1	\$4.50
• Pictor Coloured Mega Markers 12 pack x 1	\$3.60
• Whiteboard Markers x 2	\$2.55
• Mini Scrapbook x 4	\$3.20
• Book Box x 1	\$2.50
• Library Bag x 1	\$2.00
• JBL Headphones	\$17.00
• Seesaw Subscription	\$8.50
	\$71.25

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Essential Student Learning Items	Amount
- Year 3 & 4 Student Stationery Packs & Subscriptions	
• Faber Castell Tri-Grip Coloured Pencils 12 pack x 1	\$2.35
• Mega Scrapbook x 3	\$3.45
• Premium Mini 48 page Exercise Books x 3	\$1.35
• Document Wallet -Blue x 1	\$0.50
• Metal Sharpener x 1	\$0.45
• Clear Plastic Ruler x 1	\$0.40
• School Scissors x 1	\$0.90
• Bostik Glu x 1	\$1.95
• Large Eraser x 2	\$0.60
• Fibre Tip Pens 12 pack x 1	\$4.25
• Pencil Case x 1	\$1.80
• Display Book x 2	\$2.50
• Document Wallet with Button x 1	\$0.70
• Visual Art Diary x 1	\$3.00
• Premium Notes – Yellow x 1	\$0.50
• Premium Exercise Book Dotted Thirds 18mm x 5	\$5.10
• Premium Exercise Book Dotted Thirds 14mm x 5	\$5.10
• Black Fineliner x 1	\$1.45
• Library Bag	\$2.00
• Book Box	\$2.50
• Seesaw	\$8.50
• JBL Headphones	\$17.00
	\$66.35

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Essential Student Learning Items	Amount
- Year 5 & 6 Student Stationery Packs & Subscriptions	
• Mega Scrapbook x 2	\$2.30
• Premium Exercise Book Feint Ruled 8mm A4 x 5	\$5.50
• Premium Mini 48 pg Exercise Book 8mm ruled	\$0.45
• Document Wallet	\$0.50
• Pencil Case	\$1.80
• Metal Sharpener x 2	\$0.90
• Plastic Ruler x 2	\$0.80
• Artline Pen – Red x 2 Blue x 3	\$1.00
• HB Pencils x 3	\$0.60
• Highlighter 4 pack x 1	\$2.40
• Coloured Pencils 12 pack x 1	\$1.75
• School Scissors x 1	\$0.90
• Bostik Glu Stik x 4	\$7.80
• Large Eraser x 2	\$0.60
• Plain Writing Pad A4 x 2	\$2.70
• Premium Graph Book A4 96 page x 2	\$2.20
• Display Book x 1	\$1.25
• Frixion Erasable Gel Pen Black – 2	\$5.50
• Notebook 160 pg A4 x 1	\$3.95
• JBL Headphones	\$17.00
• Library Bag / Book Bag	\$4.50
• Seesaw	\$8.50
	\$72.90

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Extra-Curricular Items and Activities

St Albans 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.

Extra-Curricular Items and Activities	Amount
<i>Optional Year 1/2 sleepover</i>	<i>\$15.00 approx.</i>
<i>Optional Year 3/4 school camp</i>	<i>\$200.00 approx.</i>
<i>Optional Year 5/6 school camp</i>	<i>\$260.00 approx.</i>
<i>Optional Year 6 Interschool Sports program</i>	<i>\$15.00</i>
<i>Other optional excursions to be scheduled</i>	<i>TBA</i>

Financial Support for Families

St Albans 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:

Mandy Thomas

Ph: 9366 2832 | Email: Amanda.Thomas3@education.vic.gov.au

Payment methods

- Cash
- EFTPOS
- BPay
- Bank Transfer

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 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.