



90 Cadles Rd, Carrum Downs, VIC, 3201  
PO Box 8844, Carrum Downs, VIC, 3201  
Email: [banyan.fields.ps@education.vic.gov.au](mailto:banyan.fields.ps@education.vic.gov.au)  
Web: [www.bfps.vic.edu.au](http://www.bfps.vic.edu.au)  
Phone: 03 9782 1333 Fax: 03 9782 0912  
Principal: Bethany Jackson

Dear parent/carer,

Banyan Fields Primary School is looking forward to another great year of teaching and learning and would like to advise you of Banyan Fields Primary School 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 has allowed us to purchase resources so that students can access equipment to support their learning, these resources have included hands on equipment in maths, high quality and high engagement literature in our library and classrooms, up to date and engaging resources for our Specialist Programs; Science, Art and Physical Education equipment. Parent Payments have also helped us to fund our digital technology resources including software and apps used to support and engage students in their learning. We would not be able to provide these high quality resources and programs without your support, so thank you.

For further information on how Parent Payments support our student's learning and current school programs please review the cost breakdown within each section of the Parent Payment categories; Curriculum Contributions, Other Contributions and Extra-Curricular Items and Activities.

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

Yours sincerely,

Bethany Jackson  
**Principal**

Jade Russo  
**School Council President**



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Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum (The following information is per child)	Amount
Classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper</li> <li>• Science – chemicals</li> <li>• Mathematics – equipment</li> <li>• English – classroom libraries, reading sets and take home readers</li> <li>• Sports – equipment</li> <li>• Classroom craft supplies</li> </ul>	\$50.00
Online Subscriptions <ul style="list-style-type: none"> <li>• Online Numeracy Program</li> <li>• Online Literacy Programs</li> <li>• SeeSaw</li> <li>• eBooks</li> </ul>	\$40.00
ICT Devices for classroom use – Laptops, Chromebooks and iPads for classroom use	\$20.00
Printing and photocopying of learning materials	\$5.00
<b>Total Curriculum Contributions</b>	<b>\$115.00</b>

Other Contributions - for non-curriculum items and activities	Amount
Library Resources	\$10.00
Student wellbeing programs	\$5.00
First aid equipment	\$5.00
Software including Sentral, Oliver Library, PAT and Essential Assessments	\$30.00
<b>Total Other Contributions</b>	<b>\$50.00</b>

### Educational items for students to own

The school recommends you purchase your child’s stationery pack from Paperchase Office National for your child to individually own and use. Paperchase Office National use of an online ordering system for stationery packs.

Banyan Fields Primary School will be using an **online only** ordering system for Book Packs for 2024 with our stationery supplier Paperchase Office National.



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## Information for Ordering your Book Packs online

### ONLINE ORDERING INSTRUCTIONS

**PLEASE READ CAREFULLY** as the process may have changed from previous years

**DUE DATE: THURSDAY 7<sup>TH</sup> DECEMBER 2023**

- Orders must be placed by the due date in order for your child to receive their pack for the first day of Term 1.
- **Orders placed after the due date may NOT be processed until February due to our extremely busy schedule in January. **NO EXCEPTIONS****  
We apologise if you are a new enrolment or missed the due date due to unavoidable circumstances, but the school is aware your pack won't be ready on the first day of school, so your child should not be disadvantaged.
- Orders placed after the due date will also incur an additional \$8.00 processing fee
- All packs will be delivered to the school and cannot be collected from Paperchase.
- Complete packs only can be ordered through Paperchase. We do not have a walk-in shop and individual items cannot be purchased. All orders must be placed online.

**Online ordering will close on MONDAY 5<sup>TH</sup> FEBRUARY 2024.**

### Online Ordering Procedure

1. Go to <http://booklist.paperchase.com.au>
2. Enter this School Access Code: **BTSBFPS**  
**Access code must be entered. Searching for school will not work**
3. Click 'Create Order'
4. Enter students first and last name, **choose the year level your child will be going into in 2024** from the drop-down list click '**Continue**'.
5. Click 'Add Order to Cart'
6. You may then either Checkout or Add Another Student.

Please check your E-mail for order receipt. If you do not receive email confirmation, please contact Paperchase directly to confirm your order was placed correctly.

**PLEASE NOTE:** Payment must be made during the online ordering process, by **Visa or Mastercard** (credit card or debit card accepted). ZIP Pay also available\*

\* ZIP -Interest free, nothing to pay upfront, flexible repayments. You will need an active Zip account. Conditions apply:  
<https://zip.co/create-an-account>

If you elect not to purchase the booklist through Paperchase please ensure children come to school on the first day with the required materials.

Stationery packs cannot be purchased through the school, but you can obtain a stationery list from the school website if you choose to supply your own stationery items.



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### Extra-Curricular Items and Activities – provided on a user-pays basis

Banyan Fields 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.

Families will be notified of the below activities and costs in 2024. **Please note payments cannot be accepted for Extra-Curricular Items and Activities until 2024.**

Extra-Curricular Items and Activities	Amount
Camps and Overnight Activities	TBA
Excursions and Incursions	TBA
Interschool Sports program	TBA
Year 6 Graduation Activities	TBA

### Financial Support for Families

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

#### The Camps, Sports and Excursions Fund (CSEF) – Applications available in term 4 of 2023

If you have a Health Care Card in the parent/carer's name with your child/children listed, you may be eligible to apply.

#### How to apply

New applicants should download a application form our school website <https://www.bfps.vic.edu.au/parent-payments> or contact the school office to obtain a CSEF application form.

If you applied for the CSEF at your child's school in 2023, you do not need to complete an application form in 2024 unless there has been a change in your family circumstances.

You only need to complete an application form if any of the following changes have occurred:

- new student enrolments; your child has started or changed schools in 2024 or you did not apply in 2023.
- changed family circumstances; such as a change of custody, change of name, concession card number, or new siblings commencing at the school in 2024. Check with the school office if you are unsure

In order to process your CSEF application, you will need to provide the school with your current Health Care Card which must be valid as of 29<sup>th</sup> January 2024. Please email your application together with your Health Care Card to [banyan.fields.ps@education.vic.gov.au](mailto:banyan.fields.ps@education.vic.gov.au)

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

Sharleen Nason – Assistant Principal (Foundation, Year 1 & Year 2)

Jacqui Sampson - Assistant Principal (Year 3, Year 4, Year 5 & Year 6)

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### Total Contributions

Category	Totals
Curriculum Contributions	\$115.00
Other Contributions	\$50.00
<b>Total</b>	<b>\$165.00</b>

### Payment methods

Curriculum Contributions and Other Contributions can be made online via the Paperchase Office National stationery portal <http://booklist.paperchase.com.au> using the school access code **BTSBFPS** up until 5<sup>th</sup> February 2024 or alternatively Curriculum Contributions and Other Contributions can be made at the Banyan Fields Primary School office by cash, cheque, EFT via debit/credit card and/or over the phone payment. If you wish to contribute an alternative amount to the Curriculum Contributions and Other Contributions, you can also do this at the front 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.

# 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.