

# Warrandyte Primary School No12

Forbes Street, Warrandyte, Victoria 3113  
Telephone 9844 3537, Facsimile 9844 1616



## PARENT PAYMENT ARRANGEMENTS 2026

18 November 2025

Dear parent/guardian,

Warrandyte 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 2026.

Schools provide students with free instruction to fulfill the standard Victorian Curriculum and we want to assure you that all contributions are voluntary. However, 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.

In preparation for 2026 School Council has reviewed the set budget for Curriculum and Other Contributions from families to help support the needs of the school for next year. Within our school this support has allowed us to provide a broad and engaging curriculum, that is differentiated to ensure learning is taking place at the point of need for students. It allows us to provide essential learning resources to students which include, enhanced digital learning opportunities, specialist program resources, targeted support for students with additional needs as well as the upkeep of our school grounds, basketball courts and playgrounds. In 2026, we will continue to run 4 specialist lesson a week of 60 minutes each.

For 2026 stationary supplies you can order and pay for your child/s supplies via our Maxim Office supplier which will be delivered to school and distributed on the first day of school. See the attached instructions. Alternatively, you can download your child's supply list and buy from the outlet of your choice and your child can bring all their supplies on the first day of school.

WPS offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum. The cost of extra-curricular items and activities is provided on a user-pay basis and will be advised throughout the year.

WPS understands that some families may be experiencing financial difficulty and offer a range of support options, including the Camps, Sports and Excursion Fund (CFES), State Schools Relief (SSR) and payment plans for Extra-Curricular items and activities. For a confidential discussion about accessing these services, please contact the office at (03)9844 3537. Please note that when paying via Compass you will be given the option to select a payment plan.

For further information on the Department's Parent Payments Policy please see a one-page overview attached or visit the [DET Parent Payment Policy](#) .

Yours sincerely

A handwritten signature in black ink, appearing to be "Nieta Manser".

**Nieta Manser**  
Principal  
Warrandyte Primary School

A handwritten signature in black ink, appearing to be "Emma Clark".

**Emma Clark**  
School Council President  
Warrandyte Primary School

## PREP 2026

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
Classroom consumables, Materials & Equipment <ul style="list-style-type: none"><li>• Bulk Classroom consumables, materials &amp; equipment (\$85)</li><li>• Art – folio, paint, crayons, canvas, glitter, coloured paper (\$20)</li><li>• Sport – equipment (\$10)</li><li>• Music – equipment (\$8)</li><li>• Library – books (\$7)</li><li>• ASLAN –course materials (\$5)</li></ul>	\$135.00
ICT Devices – provision of devices from the shared classroom sets	\$90.00
Online Subscriptions – Nessy (Literacy & Mathematics)	\$30.00
Printing and photocopying of learning materials	\$40.00
<b>Total Curriculum Contributions</b>	<b>\$295.00</b>

<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
Student wellbeing programs	\$20.00
First Aid Costs	\$20.00
School grounds maintenance & improvements	\$50.00
Parent Communications <ul style="list-style-type: none"><li>• Compass</li><li>• Newsletter</li></ul>	\$40.00
<b>Total Other Contributions</b>	<b>\$130.00</b>

### **Educational items for students to own**

Attached is a list of stationary pack items that the school recommends you purchase from Maxim Office Group, or from an outlet of your choice, for your child to individually own and use. You can order these items online directly from Maxim Office group if you choose: <http://www.maxim.booklists.com.au> the school code is **WARRANTDYTE**. A 'How to Online Order with Maxim Office Group' is included at the end of this document.

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

Warrandyte Primary School offers a range of optional items and activities that enhance or broaden the schooling experience of students and re above and beyond what the school provides to deliver the curriculum.

The cost of extra-curricular items and activities will be advised throughout the year.

### **Financial Support for Families**

Warrandyte 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)
- Second hand uniforms for a gold coin donation
- Local Community Support. Warrandyte Primary School has links to local services and welfare groups which can provide support and assistance to families in financial crisis.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact either the Principal or the office staff on 9844 3537 or via the school email [warrandyte.ps@education.vic.gov.au](mailto:warrandyte.ps@education.vic.gov.au)

### Parent Payment Total

Category	Totals
Curriculum Contributions	\$295.00
Other Contributions	\$130.00
Extra-Curricular Items and Activities	TBA
<b>TOTAL CONTRIBUTION</b>	<b>\$425.00</b>

### Payment Methods

We offer a variety of payment methods to assist our families:

- Compass
- Cash / Cheque
- EFTPOS available at the school 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 and the Department's Parent Payment Policy and Guidance.

### **Educational items for students to own**

Parents and Guardians may choose to order the following items from a retailer of their choosing or through Maxim Office Group. A 'How to Online Order with Maxim Office Group' is included at the end of this document.

Packs will be delivered to school and be distributed on the first day. Should you choose to use your own supplier please send all items with your child on the first day of school.

### **2026 Prep Stationary Pack**

<b>Stock Code</b>	<b>Description</b>	<b>Quantity</b>
ERM320	Eraser Educ8 Large EACH	1
30840734	Glue Stick Bostik 35 gram 30800454	6
81-50346	Sharpener Faber Castell WAVE 2 Hole with catch	1
ETC001	Educ8 Twist Crayons Pack 12	2
16-111622	Faber Castell Jumbo Colour Pencils Pack 12	1
L12-116572-2B	Faber Castell Triangular 2B Pencils Junior Grip EACH	8
JP706SG	Scissors School 150mm Right Handed	1
PSM001	Educ8 Safety Markers Pk 12	1
L351-9	Staedtler Lumocolor 351 Whiteboard Marker Black Bullet EACH	4
9781740202954	Targeting Handwriting for NSW Kindergarten	1
HRJF	Spiral Home Reading Journal Foundation	1
SB1064	Educ8 Scrapbook 64 Page 335x245mm 100gsm	4
L140801	Educ8 exercise Book A4 64 Page Ground/Grass/Sky 24mm Dotted Thirds	2
RKPFDA2	Rainbow Kraft 430x630mm folio 250gsm	1
EVDA4	Educ8 Visual Art Diary	1
CBP	Calico Bag Purple	1

## HOW TO ONLINE ORDER WITH MAXIM OFFICE GROUP PTY LTD

### Warrandyte Primary School

Dear Parents,

Many thanks for supporting **Warrandyte PS** with the online portal for Backpack purchasing. We have partnered with Maxim Office Group Pty Ltd to ensure a seamless school start for 2026. Packs will be delivered to the school for collection.

Please note:

**Orders must be placed by **Sunday 28<sup>th</sup> of December 2025** to ensure delivery is on time, ready for collection from the school.**

**Any orders after this date will incur a late order processing fee of \$15 and will be delivered within the 1<sup>st</sup> two weeks of February.**

For collection date information, please contact the school office.

To order your Backpack:

1. Please follow this link: <http://www.maxim.booklists.com.au> or go to our main website and click the link 'BOOKLIST' as indicated below



2. Your access code is: **WARRANDYTE**  
*\*Please note this is capital sensitive. Please enter code as displayed above.*
3. Select the year level required for order ***This is the year your child is going into for 2026.***
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 be displayed 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

PO Box 1050

Leeton NSW 2705

25-27 Massey Ave

Leeton NSW 2705

# 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.