



30th November 2023

Dear Parent/Guardian(s),

Willmott Park Primary School is looking forward to another great year of teaching and learning and would like to advise you of Willmott Park 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. The ongoing financial support from our families ensures that our school can offer high quality education and support for our students.

The 2023 Parent Payments have enabled wide-ranging resources to cater for our students' individualised learning needs through resourcing targeted, engaging, and innovative programs such as Science and The Arts, and day to day curriculum resources within the student stationery packs.

Furthermore, 2023 Voluntary Contributions have allowed us to continue to resource our library, improve our outdoor play spaces and purchase equipment for our students to utilise during breaks.

We would like to acknowledge the support of our school community and look forward to continuing the collaborative partnership in 2024.

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

Yours sincerely,

Carmela Guglielmino
Principal

Donna Draper
School Council President

Curriculum Contribution - items and activities that students use, or participate in, to access the Curriculum

	Foundation	Year 1	Year 2	Year 3 & 4	Year 5 & 6
Stationery Pack – <i>Please refer to pages 4-10</i>	\$100	\$100	\$100	\$100	\$120
Online Subscriptions • Seesaw	\$12	\$12	\$12	\$12	\$12
Total Per Year Level	\$112	\$112	\$112	\$112	\$132

Other Contributions - for non-curriculum items and activities

Grounds Maintenance **\$40.00**

Student Wellbeing **\$40.00**

Total: \$ _____

Extra-Curricular Items and Activities

Willmott Park 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
Excursions/Incursions (all year levels)	<i>To be advised</i>
Year 6 Polo/Jumper	<i>To be advised</i>

Educational items for students to own

Attached is a list of items that the school includes in the Stationery Pack for you to own or you may directly purchase from Office National for your child.

Financial Support for Families

Willmott Park 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)
- State Schools Relief
- tailored payment plans

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

Carmela Guglielmino (Principal)

Ph: (03) 9305 6639 | Email: willmott.park.ps@education.vic.gov.au

Lesley Brown (Business Manager)

Ph: (03) 9305 6639 | Email: willmott.park.ps@education.vic.gov.au

Payment methods

Payments will be accepted from the week commencing **04 December 2023** with Stationery Packs available for collection **on 24 & 25 January 2024**.

The follow payment methods will be accepted:

- Compass Pay
- BPAY – please refer to your personalised payment slip provided. *BPAY details remain the same during your family's time at GYPS.*
- EFTPOS/Credit Card
- Cash

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.

WILLMOTT PARK PRIMARY SCHOOL – 2024 STATIONERY PACKS

Prep		
<i>Students will receive an individual pack with the following items.</i>		<i>The following items are purchased in bulk for the classroom.</i>
Product Description	Quantity	Product Description
PICTOR HOME READING JOURNAL JUNIOR LEVEL 1	1	COVER PAPER 125GSM A4 15 COLOUR ASSORTED PACK 500
PICTOR MEGA SPACEBUDDIES SCRAPBOOK 100GSM 64 PAGE 330 X 240MM	3	COVER PAPER 125GSM A3 15 COLOUR ASSORTED PACK 500
ELMERS SCHOOL GLUE STICK PURPLE 40G	4	RAINBOW TISSUE PAPER 17GSM 375 X 250MM 100 SHEETS
CLEAR MESH POUCH A4 360 X 270MM	2	RAINBOW MATT PAPER KINDER CIRCLES 80GSM 2 SIDED 120MM 500 SHEETS PER PVC BOX ASSORTED
SCHOOL SCISSORS DELUXE RED HANDLE 135MM	1	RAINBOW MATT PAPER KINDER SQUARES 80GSM 2 SIDED 127MM 360 SHEETS ASSORTED
FABER-CASTELL DOUBLE SIDED MAGNETIC WHITEBOARD AND 3 X BONUS BI-COLOUR MARKERS 260 X 310MM	1	RAINBOW MATT PAPER KINDER SQUARES 80GSM 2 SIDED 254MM 360 SHEETS PER PVC BOX ASSORTED
PICTOR PREMIUM 330 X 240MM 64 PAGE MEGA STORY BOOK 24MM PLAIN / DOTTED THIRDS 24MM 100GSM PINK MOON	2	EDUCATIONAL COLOURS MASTER MEGA MARKERS TUB 48
FABER-CASTELL JUNIOR GRIP TRIANGULAR GRAPHITE PENCIL 2B	4	A4 OFFICE COPY PAPER 80GSM WHITE PACK 500 SHEETS
FABER CASTELL TRI-GRIP COLOURED PENCILS PACK 12	2	A3 OFFICE COPY PAPER 80GSM WHITE PACK 500 SHEETS
MESH POUCH A5 WITH NOTE POCKET 275 X 205MM	1	BOSTIK BLU TACK 75G
STAEDTLER JUMBO TRIANGULAR NATURAL GRAPHITE PENCILS 2B	4	LAMINATING POUCH A4
METAL PENCIL SHARPENER 2-HOLE	1	LAMINATING POUCH A3
PICTOR PREMIUM TWISTABLE CRAYONS PACK 12	1	GRIP SPOTS HOOK AND LOOP 22MM X 1.8M PACK 78
PICTOR COLOURED FINE TIP MARKERS PACK 12	1	WRITER WRITING PAPER 24MM DOTTED THIRDS PORTRAIT 500 SHEETS A4
EC ERGO PENCIL GRIP	2	FACIAL TISSUES 2 PLY PACK 100
CELCO ART SMOCK MEDIUM BLUE	1	All approximate
HANDWRITING TODAY VICTORIAN MODERN CURSIVE WORKBOOK FOUNDATION	1	

Year 1

Students will receive an individual pack with the following items.

The following items are purchased in bulk for the classroom.

Product Description	Quantity	Product Description
PICTOR HOME READING JOURNAL JUNIOR 1 LEVEL	1	COVER PAPER 125GSM A4 15 COLOUR ASSORTED PACK 500
PICTOR PREMIUM 330 X 245MM 72 PAGE SCRAPBOOK 70GSM WHALES	5	COVER PAPER 125GSM A3 15 COLOUR ASSORTED PACK 500
PICTOR COLOURED A4 64 PAGE GROUND / GRASS / SKY EXERCISE BOOK DOTTED THIRDS 24MM PISCES	3	WRITER WRITING PAPER 24MM DOTTED THIRDS PORTRAIT 500 SHEETS A4
SCHOOL SCISSORS 6 INCH	2	A4 OFFICE COPY PAPER PACK 500 SHEETS
CLEAR MESH POUCH A4 360 X 270MM	1	A3 OFFICE COPY PAPER PACK 500
DOMS XL DUST FREE ERASERS WHITE LARGE	2	LAMINATING POUCH A3 CLEAR PACK 100
FABER-CASTELL CONNECTOR PENS ASSORTED PACK 20	2	WHITEBOARD MARKER CHISEL ASSORTED PACK 8
RULER WOODEN 300MM POLISHED	2	RAINBOW PREMIUM GLOSSY PAPER KINDER SQUARES SINGLE SIDED 360 SHEETS BOX ASSORTED
FINELINER PEN 0.4MM BLACK	2	RAINBOW COVER PAPER 125GSM A3 WHITE PACK 100
FABER CASTELL TRI-GRIP COLOURED PENCILS PACK 12	2	RAINBOW PREMIUM MATT PAPER KINDER CIRCLES 80GSM 2 SIDED 120MM 500 SHEETS BOX ASSORTED
METAL PENCIL SHARPENER 2-HOLE	2	BOSTIK BLU TACK 75G
PICTOR HIGHLIGHTER CHISEL ASSORTED WALLET 4	1	FACIAL TISSUES 2 PLY PACK 100
PICTOR GLUE STICK LARGE 36G CLEAR PVP	3	All approximate
BLUE JUMBO JUNIOR GRIP TRIANGULAR PENCIL 2B	2	
DOMS A1 DEEP HB HEXAGONAL PENCILS	4	
FABER-CASTELL DOUBLE SIDED MAGNETIC WHITEBOARD AND 1 X BONUS BI-COLOUR MARKER 260 X 310MM	1	
HANDWRITING TODAY VICTORIAN MODERN CURSIVE WORKBOOK YEAR 1	1	

Year 2

Students will receive an individual pack with the following items.

The following items are purchased in bulk for the classroom.

Product Description	Quantity	Product Description
PICTOR PREMIUM GRAPH BOOK A4 10MM 96 PAGE NEPTUNE	2	COVER PAPER 125GSM A4 15 COLOUR ASSORTED PACK 500
PICTOR MEGA SPACEBUDDIES SCRAPBOOK 100GSM 64 PAGE 330 X 240MM	2	COVER PAPER 125GSM A3 15 COLOUR ASSORTED PACK 500
PICTOR PREMIUM EXERCISE BOOK DOTTED THIRDS 18MM 70GSM 96 PAGE A4 SATELLITE	5	OSMER 140MM SCISSORS - LEFT HANDED
FABER-CASTELL JUNIOR TRIANGULAR COLOURED PENCILS WITH SHARPENER ASSORTED PACK 10	2	A4 OFFICE COPY PAPER 80GSM WHITE PACK 500 SHEETS
STAEDTLER FSC HEXAGONAL PENCIL 2B	8	A3 OFFICE COPY PAPER 80GSM WHITE PACK 500 SHEETS
FABER-CASTELL CONNECTOR PENS ASSORTED PACK 12	1	JOGGLE EYES 10MM PACK 100
PICTOR 2 HOLE METAL SHARPENER	2	ECONOMY WHITEBOARD ERASER BLUE
DOMS XL DUST FREE ERASERS WHITE LARGE	2	CHENILLE STEMS AND BUMPS 300MM ASSORTED PACK 200
SCHOOL SCISSORS 6 INCH	2	REAM A4 DOTTED THIRD WRITING PAPER PORTRAIT 500 SHEETS
PICTOR HIGHLIGHTER CHISEL ASSORTED WALLET 4	1	SHEET PROTECTORS A4 CLEAR BOX 100
UHU BLUE STIC 40G MAGIC	3	LAMINATING POUCH 80 MICRON A3 CLEAR PACK 100
RULER WOODEN 300MM POLISHED	1	
CLEAR MESH POUCH A4 360 X 270MM	2	FACIAL TISSUES 2 PLY PACK 100
PICTOR HOME READING JOURNAL LEVEL 2	1	All approximate
JUMBO TARTAN 2 ZIP PENCIL CASE 375 X 264MM	1	
PICTOR PREMIUM 330 X 240 64 PAGE STORY BOOK 24MM PLAIN/RULED 100GSM EXPLORERS	1	
HANDWRITING TODAY VICTORIAN MODERN CURSIVE WORKBOOK YEAR 2	1	
SPELLING MASTERY LEVEL B, STUDENT WORKBOOK	1	

Year 4

Students will receive an individual pack with the following items.

The following items are purchased in bulk for the classroom.

Product Description	Quantity	Product Description
PICTOR PREMIUM GRAPH BOOK A4 10MM 96 PAGE NEPTUNE	2	COVER PAPER 125GSM A4 15 COLOUR ASSORTED PACK 500
PICTOR PREMIUM EXERCISE BOOK DOTTED THIRDS 14MM 70GSM 96 PAGE A4 GALAXY	6	COVER PAPER 125GSM A3 15 COLOUR ASSORTED PACK 500
PICTOR PREMIUM PROJECT BOOK PLAIN/ 24MM 335x245 DOTTED THIRDS 64PG ASTRO	2	RAINBOW PREMIUM MATT PAPER KINDER CIRCLES 80GSM 2 SIDED 120MM 500 SHEETS PER PVC BOX ASSORTED
FABER-CASTELL TRIANGULAR COLOUR PENCILS ASSORTED PACK 24	1	RAINBOW PREMIUM MATT PAPER KINDER SQUARES 80GSM 2 SIDED 127MM 360 SHEETS ASSORTED
PICTOR 2 HOLE METAL SHARPENER	1	158MM LEFTHANDED SCHOOL SCISSORS
WRITER LOOSE LEAF REFILL REINFORCED 14MM DOTTED THIRDS 60GSM A4 50 SHEET	1	LAMINATING POUCH 80 MICRON A4 CLEAR PACK 100
FABER-CASTELL CONNECTOR PENS ASSORTED PACK 20	1	LAMINATING POUCH 80 MICRON A3 CLEAR PACK 100
STAEDTLER FSC HEXAGONAL PENCIL HB	7	WRITING PAPER A4 DOTTED THIRDS 14MM PORTRAIT 500 SHEETS
DOMS XL DUST FREE ERASERS WHITE LARGE	3	FABER-CASTELL RED CHECKING PENCIL
SCHOOL SCISSORS 6 INCH	2	WHITEBOARD MARKER CHISEL 5MM ASSORTED HARD CASE PACK 6
PICTOR HIGHLIGHTER CHISEL ASSORTED WALLET 4	1	FOLDBACK CLIP 32MM BLACK PACK 12
RULER WOODEN 300MM	2	FABER HIGHLIGHTER TEXTLINER ICE WALLET 6
MARBIG POLYPICK DOCUMENT WALLET FOOLSCAP RED	1	WHITEBOARD CLEANER SPRAY 250ML
MARBIG POLYPICK DOCUMENT WALLET FOOLSCAP PURPLE	1	WRITING PAPER A4 DOTTED THIRDS 14MM PORTRAIT 500 SHEETS
CLEAR MESH POUCH A4 360 X 270MM	1	FACIAL TISSUES 2 PLY PACK 100
BIC 4 COLOUR RETRACTABLE BALLPOINT PEN MEDIUM	2	
STAEDTLER RED CHECKING PENCIL 3MM	2	All approximate
PICTOR GLUE STICK LARGE 36G CLEAR PVP	3	
PICTOR HOME READING JOURNAL LEVEL 2	1	
INITIATIVE FINELINER PEN 0.4MM BLACK	1	
INITIATIVE WHITEBOARD MARKER CHISEL 5MM BLACK	1	
SPELLING MASTERY LEVEL D, STUDENT WORKBOOK	1	

Year 6

Students will receive an individual pack with the following items.

The following items are purchased in bulk for the classroom.

Product Description	Quantity	Product Description
PICTOR PREMIUM GRAPH BOOK A4 10MM 96 PAGE NEPTUNE	3	COVER PAPER 125GSM A4 15 COLOUR ASSORTED PACK 500
PICTOR PREMIUM EXERCISE BOOK FEINT RULED 8MM 70GSM 96 PAGE A4 EARTH	8	COVER PAPER 125GSM A3 15 COLOUR ASSORTED PACK 500
PICTOR MEGA SPACEBUDDIES SCRAPBOOK 100GSM 64 PAGE 330 X 240MM	1	RAINBOW PREMIUM MATT PAPER KINDER CIRCLES 80GSM 2 SIDED 120MM 500 SHEETS PER PVC BOX ASSORTED
FABER-CASTELL CONNECTOR PENS ASSORTED PACK 12	1	RAINBOW PREMIUM MATT PAPER KINDER SQUARES 80GSM 2 SIDED 127MM 360 SHEETS ASSORTED
BIC KIDS EVOLUTION COLOURING PENCIL ASSORTED PACK 12	1	LAMINATING POUCH 80 MICRON A3 CLEAR PACK 100
STAEDTLER FSC HEXAGONAL PENCIL HB	6	LAMINATING POUCH 80 MICRON A4 CLEAR PACK 100
PAPERMATE INKJOY 100 BALLPOINT PENS MEDIUM BLUE	5	ARTLINE 579 WHITEBOARD MARKER CHISEL 5MM ASSORTED WALLET 6
PAPERMATE INKJOY 100 BALLPOINT PENS MEDIUM BLACK	5	A4 OFFICE COPY PAPER 80GSM WHITE PACK 500 SHEETS
PAPERMATE INKJOY 100 BALLPOINT MEDIUM RED	4	A3 OFFICE COPY PAPER 80GSM WHITE PACK 500 SHEETS
SHARPIE PERMANENT MARKER BULLET ULTRA FINE 0.3MM BLACK	1	BUTCHERS PAPER 48GSM 840 X 565MM WHITE PACK 50
PICTOR 2 HOLE METAL SHARPENER	1	SHEET PROTECTORS 40 MICRON A4 CLEAR BOX 100
DOMS XL DUST FREE ERASERS WHITE LARGE	2	FACIAL TISSUES 2 PLY PACK 100
OSMER SOFT GRIP SCISSORS 178MM	1	
PICTOR GLUE STICK LARGE 36G CLEAR PVP	1	All approximate
REINFORCED A4 LOOSE LEAF REFILL 7 HOLES 8MM RULED 50 PAGE 55GSM WHITE	1	
MARBIG POLYPICK DOCUMENT WALLET FOOLSCAP PURPLE	1	
INITIATIVE WHITEBOARD MARKER CHISEL 5MM BLACK	1	
INITIATIVE WHITEBOARD MARKER CHISEL 5MM RED	1	
RULER WOODEN 300M	2	
SHARPIE PERMANENT MARKER BULLET FINE 1.0MM BLACK	1	
PROTEXT MESH POCKET PENCIL CASE LARGE 330 X 170MM + NOTE POCKET	1	
PICTOR HIGHLIGHTER CHISEL ASSORTED WALLET 4	1	
PICTOR HOME READING JOURNAL LEVEL 2	1	
MARBIG DISPLAY BOOK REFILLABLE 20 POCKET A4 BLACK	1	
SPELLING MASTERY LEVEL F STUDENT WORKBOOK	1	
A SERIES OF UNFORTUNATE EVENTS (NOVEL)	1	

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.