

12th December 2024

Dear Parents,

As we prepare for the upcoming school year, we wish to inform you of some changes regarding stationery and related school resources.

From the start of 2025, the school will no longer be providing stationery items for students. To assist families with this transition, we have partnered with Officeworks to provide a convenient ordering system for your child's stationery needs. Attached to this letter, you will find the Officeworks order form, which lists all required items for each year level.

How to Order

- ☐ Review the order form for your child's year level.
- ☐ Complete your purchase using one of the following options:
- ☐ Visit your local Officeworks store with the order form.
- ☐ Order using the online flyer attached.

The School Bonus cannot be used for stationery supplies. It is exclusively designated for uniforms, camps, excursions, and extracurricular activities.

Ensure your child's stationery is ready for the first day of school on 29th January 2025.

If you prefer, you may purchase generic items such as coloured pencils, pens, rulers, and other basic supplies from alternative suppliers such as Aldi, Kmart, or Target. However, it is essential that all students have the specified workbooks as listed in the Officeworks form.

Additional Information

In addition to stationery, parents will be required to cover the cost of student subscriptions to educational platforms such as Mathletics, Reading Eggs, and Sunshine. These costs, along with fees for extra-curricular activities, will be invoiced through our usual school accounting platform in Term 1, 2025.

Please note:

Failure to pay for subscriptions and extra-curricular activities by the due dates will result in your child not having access to these platforms or being unable to participate in extra programs. If you are experiencing financial difficulties, we encourage you to contact Sandra.

These changes are in accordance with the Department of Education Parent Payment Policy, a copy of which is attached for your reference.

We greatly appreciate your cooperation in ensuring that all students arrive at school on 29th January 2025 fully equipped and ready to learn.

If you have any concerns or difficulties, please contact the school.

Thank you for your understanding and continued support.

Marysville Primary School Council

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.

Get ready for **Back to School 2025** with Officeworks School List Service

We are delighted to announce that your school has chosen to partner with Officeworks for your 2025 booklist requirements.

Please follow the below steps to complete the booklist process for your student/s for 2025.

How to Order:

1. Go to School List Service officeworks.com.au/app/school-list-upload/
2. Search and select your student's state, school and year level.
3. Enter your student's name, set your location for either Delivery or Click & Collect, and review the booklist determined by your school. You can change quantities, colours, or remove an item entirely. Only order what you need for the new school year.
4. Once you're ready, hit the "Add selected to cart" button. You can now add any extra items to your cart from the Officeworks website, such as lunchboxes or drink bottles.
5. Choose Home Delivery or Click & Collect.
6. Pay for your order.



We have flexible delivery and payment options to suit your needs.



Deliver to door, or pick up in store.

With home delivery and free Click & Collect you can pick the option that suits you.



You can buy now, pay later.

Officeworks offers a variety of payment methods for your convenience.

Additional information & key dates:

- The School List Service is available **November 2024 – 2 February 2025**.
- Place your order by **6 January 2025** to ensure delivery by Term 1.
- **School List Service prices are available online only and not applicable in-store.**
- Raise separate orders for each student's school list if separate packing is required, otherwise all ordered items will be consolidated.
- Direct any queries relating to Voluntary Contributions to your school.
- Orders >\$65 in metro locations are delivered free of charge. For full delivery terms and conditions please refer to [officeworks.com.au/delivery](https://www.officeworks.com.au/delivery)
- If an item is not in stock when ordering, a substitute product will be offered.
- If an item becomes unavailable after ordering, it will be cancelled, and an email notification and refund will be issued.
- Visit [officeworks.com.au/contact-us](https://www.officeworks.com.au/contact-us) for any delivery/order related enquiry.