



# PATTERSON LAKES PRIMARY SCHOOL

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No. 5190

P.O. Box 330, Patterson Lakes, 3197

Principal: Carole Mayes

Website: <http://www.patterson-lakes-ps.vic.edu.au>

**Year 4, 2025**

Dear Parents and Carers,

Patterson Lakes Primary School is looking forward to another successful teaching and learning year and would like to advise you of Patterson Lakes Primary School's voluntary financial contributions for 2025.

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 of your support, whether that's through financial contributions, fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Because of your generous support the school has been able to create and implement the Kitchen Garden Program. Within our school, your support has also allowed us to:

- Run specialist classes including Visual Arts, Performing Arts, Health and Physical Education, STEAM and Languages
- upgrades to playground equipment and the addition of safe rubber play surfaces for students
- replacement of shade structures and sails
- maintenance and replacement of air-conditioning units across all school buildings
- furnishing of our Library Learning Space
- equipment for our modern STEAM Centre with enhanced digital learning opportunities, including robotics

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

Yours sincerely,

Carole Mayes

Principal

Mandy O'Toole

School Council President

## YEAR 4 PARENT PAYMENT POLICY

<b>Year 4 Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
<i>Year 4 booklist items*</i>	\$90.38
<i>Year 4 consumables, materials &amp; equipment</i> <ul style="list-style-type: none"> <li>• <i>Classroom materials: such as project materials, coloured paper, poster (\$35)</i></li> <li>• <i>Maths &amp; English: word games, jigsaws, cards, maths games, posters, charts (\$5)</i></li> <li>• <i>Art: class materials such as pastels, paint, crayons, canvas, coloured paper, clay (\$5)</i></li> <li>• <i>Science: materials for experiments such as flour, batteries, oil, shaving cream (\$5)</i></li> <li>• <i>Music: new equipment, maintenance, and repairs (\$5)</i></li> <li>• <i>Sports: equipment such as basketballs, soccer balls, volley balls (\$5)</i></li> </ul>	\$60
<i>Year 4 Online Subscriptions</i> <ul style="list-style-type: none"> <li>• <i>Student Athletics subscription (\$16)</i></li> </ul>	\$16
<i>Years 3-6 Student printing and photocopying.</i>	\$5
<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<i>School playground upgrade – your contribution will go towards the upgrade of the junior school playground, line marking games on the grounds, maintenance of shade sails in the playgrounds.</i>	\$30
<b>Tax deductible contributions</b>	
<b><i>Building fund.</i></b> <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</i>	\$40
<b><i>Library fund.</i></b> <i>A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.</i>	\$30
<b>Total Amount</b>	<b>\$271.38</b>

## YEAR 4 PARENT PAYMENT POLICY

Extra Curricular Items and Activities**	Amount
<i>Excursions &amp; activities throughout the 2025 school year</i>	Advised via Compass in 2025
<b>Total Amount</b>	<b>TBC</b>

## Summary of Year 4 Contributions

Category	
Curriculum Contributions	\$171.38
Other Contributions	\$100.00
Extra-Curricular Items and Activities (Excursions & Events)	Advised in 2025 via Compass
<b>Total Amount</b>	<b>\$271.38</b>

### \*Educational items for students to own (BOOKLIST)

Attached is a list of items that the school recommends you purchase from **Complete Office Supplies** for your child to individually own and use. The school has sourced the exact items that are specifically sized and matched to your child's educational needs and year level.

You may elect to source the booklist items from elsewhere for your child to bring on the first day of school. If you choose this method, and still would like to make payment for Curriculum Contributions and Other Contributions; you can do so by contacting the school office.

### \*\*Extra-Curricular Items and Activities

Patterson Lakes 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, such as excursions and incursions, overnight camps for Years 3 – 6. These are provided on a user-pays basis.

Families will be notified of these items via Compass.



# PATTERSON LAKES PRIMARY SCHOOL

## YEAR 4 PARENT PAYMENT POLICY

### **Financial Support for Families**

Patterson Lakes 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), payment of \$150.00 is available to all families with a valid Health Care Card or Pension card
- Payment Plans
- State School Supplies

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

Ms. Kate Shannon

Ph: 03 9772 4011 | Email: [catherine.shannon@education.vic.gov.au](mailto:catherine.shannon@education.vic.gov.au)

### **Payment Methods**

Arranging to pay school contributions and order your child's booklist is easily done through our third-party provider **Complete Office Supplies (COS)** using the attached flyer and/or the links below.

Go to <https://parent.cos.net.au/>  
Username [pattersonlakesprimary@cos.net.au](mailto:pattersonlakesprimary@cos.net.au)  
Password [BTSpaents-2025](#)  
Click on [SCHOOL PACKS](#)

Orders and payments made prior to **January 5 2025** will be delivered to the school prior to Term 1 commencement. All orders placed through COS will be delivered free of charge.

Alternatively, Curriculum Contributions and Other Contributions can be made at the Patterson Lakes Primary School office by cash, EFT via debit/credit card or an over the phone payment. If you wish to contribute an alternative amount to the contributions, you can also do so at the front office.

In addition to this notification, all booklist and parent payment policy information is accessible via the school's website: [www.patterson-lakes-ps.vic.edu.au](http://www.patterson-lakes-ps.vic.edu.au) under Admin / Booklist 2025.

### **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.



## PATTERSON LAKES PRIMARY SCHOOL - BTS PARENT PORTAL REQUIREMENTS FOR YEAR 4 2025

### **Please order at [parent.cos.net.au](https://parent.cos.net.au)**

COS will be supplying your 2025 stationery packs. COS is a 100% Australian Family Owned & Operated school supplier. We've selected the list of items your child needs to start the year and worked with COS so you can order everything you need in one go and it will be delivered directly to Patterson Lakes Primary School before school starts.

The items listed on the following page have been selected as being required for Year 4 in 2025. To ensure delivery prior to Term 1, 2025, please place your order by 5<sup>th</sup> January 2025. Packs will be delivered directly to the school and will be free of delivery.

### **[2025 Requirements for Online Ordering](#)**

Listed below are the easy steps for placing your online order

### **[Ready to order?](#)**

For a fast, simple, and secure way to place your order visit [parent.cos.net.au](https://parent.cos.net.au) and follow these steps:

1. Click on School Packs or Sign in button in the menu taskbar
2. Enter the log in details  
**Username:** pattersonlakesprimary@cos.net.au  
**Password:** BTSpaents-2025
3. Select the Year level required for 2025
4. Review product selection based on your requirements
5. Add your Pack to the shopping cart (Packs are preset and cannot be edited)
6. Enter your Child's Details
7. Enter in your credit card, PayPal or Pay4 details and then submit your order

You will receive an email order confirmation and can also request order tracking sent to your mobile.

### **IMPORTANT INFORMATION REGARDING YOUR ORDER**

#### **Delivery Guarantee: Packs delivered to school**

All orders placed before 5<sup>th</sup> January 2025, will be delivered to the school prior to Term 1, 2025 commencing. Orders after this date cannot be guaranteed to arrive on time and may be delivered to your school a few weeks into the school term.

# PATTERSON LAKES PRIMARY SCHOOL

## YEAR 4 BOOKLIST, 2025

**Pack Price including GST \$271.38**

<b>COS Description</b>	<b>Qty</b>	<b>Price inc GST</b>
COS Barrel Pencil Sharpener Double Blue	1	\$1.65
Westcott L/R AntiMicro Scissors 152mm Assorted	1	\$3.19
Faber-Castell Classic Hex Colour Pencils Assorted	2	\$11.26
Faber-Castell Connector Pens Assorted	2	\$12.76
COS Whiteboard Chisel Marker 2-4mm Assorted	1	\$8.59
Faber Castell Textliner Ice Highlighters Assorted 4	1	\$6.07
Graph Book A4 10mm Grid 70gsm 96Pg Flamingo	1	\$1.27
COS Scrapbook 330x240mm Blank 100gsm 64P	2	\$2.62
Exercise Book A4 14mm DT 70gsm 96Pg Elephant	4	\$5.06
Olympic Project Blank/14mm DT 90gsm 24Pg P524	2	\$4.73
COS Mesh Pouch 350x245mm Clear	1	\$4.05
COS Sticky Notes 76 x 76mm Yellow	2	\$1.98
Ruled Pad Bank 200x125mm 100 Sheets	1	\$1.31
Inkjoy 100/50 Ballpoint Pen 1.0mm Medium Red	4	\$2.02
Inkjoy 100/50 Ballpoint Pen 1.0mm Medium Blue	4	\$1.94
COS Eraser Large White	2	\$0.84
COS Wooden Ruler 300mm	2	\$1.30
Bostik Glu Stik 35g Clear	2	\$7.04
COS Fineliner Pen 0.5mm Black	2	\$1.96
Staedtler Noris Club 126 Maxi Pencil Red	4	\$4.05
Staedtler Tradition 110 Hex 2B Pencil	6	\$4.03
Writer Project A4 Pln/18mm DT 70gsm 96P Moon	1	\$1.78
COS Document Wallet PP Button A4 Clear	1	\$0.88
COS BTS Student Pack Drawstring Bag Green	1	\$0.00
Year 4 consumables, materials & equipment \$60	1	\$60.00
Online Subscriptions Mathletics \$16	1	\$16.00
Years 3-6 Student printing and photocopying \$5	1	\$5.00
School playground upgrade \$30	1	\$30.00
Building fund - Tax deductible \$40	1	\$40.00
Library fund - Tax deductible \$30	1	\$30.00