



# Reservoir West Primary School

## **IMPORTANT**

PLEASE COMPLETE ONLINE BY  
**19<sup>TH</sup> DECEMBER, 2025**

Extra charge incurred after this date

## **STATIONERY REQUIREMENTS 2026 YEAR 5**

LINE	QTY	ITEM
1	1	CLIPFOLDER A4 BANTEK BLUE
2	2	CLOTH CLEANING MICROFIBRE 20 X 20CM
3	2	DOCUMENT WALLET SLIMPICK RED
4	2	ERASER STAEDTLER LARGE WITH SLEEVE
5	10	EXERCISE BOOK A4 WRITER PREMIUM 8MM RULED + MARGIN 64PG
6	6	GLUE STICK STAEDTLER 36GM
7	2	GRAPH BOOK 10MM WRITER PREMIUM A4 48PG
8	1	HIGHLIGHTER FABER TEXT LINER ICE ASST 4'S
9	4	MARKER WHITE BOARD PENTEL BULLET TIP BLUE
10	4	MARKER WHITE BOARD PENTEL BULLET TIP RED
11	1	PAD 8 X 5 OFFICE PLAIN 100 SHEETS
12	5	PEN PAPERMATE INKJOY 100 CLEAR 1.0 BLUE
13	2	PEN PAPERMATE INKJOY 100 CLEAR 1.0 RED
14	5	PEN PILOT RB FRIXIONBALL BL-FR7 BLUE W/ERASER
15	2	PEN PILOT RB FRIXIONBALL BL-FR7 GREEN W/ERASER
16	6	PEN PILOT RB FRIXIONBALL BL-FR7 RED W/ERASER
17	4	PENCIL LEDE PREMIUM HB - PARAGRAPH
18	1	PENCILS COLOURED CRAYOLA 3.3MM FULL LENGTH PK12
19	1	RULER BANTEK CLEAR PLASTIC 30CM
20	1	SCISSORS STAEDTLER NORRIS CLUB HOBBY 17CM
21	1	SCRAP BOOK CONTRAST COLORFUL CRITTERS 100GSM 64PG
22	1	SHARPENER 2 HOLE BARREL
		<b>TOTAL \$ 92.90</b>
<u>Only purchase items below if you do not already have</u>		
23	1	HEADPHONES MICADOR MCONNECT BLACKOUT W/STORAGE BAG (\$16.95)

### **ORDERING INSTRUCTIONS:**

- Visit: [www.btsrwps.com.au](http://www.btsrwps.com.au)
- Go to: **PURCHASE BOOKLISTS** in menu heading
- Enter: **rwps8211** in the Guest Area
- Select the pack(s) you require for the 2026 School year
- Enter the **Student ID** not the Family ID (This can be found by clicking on your child's photo in Compass)
- Enter the **student's name** and then add pack to the cart.
- Proceed to checkout and complete personal and payment details
- An order confirmation will be sent to your email address

### **DELIVERY INFORMATION & ORDER DEADLINE:**

- **PLEASE NOTE: ALL ORDERS PLACED AFTER 19<sup>TH</sup> DECEMBER 2025 WILL INCUR A \$14.95 SURCHARGE FEE**
- Stationery will be **delivered directly to the classroom** prior to students arriving in 2026



# Reservoir West Primary School

No. 4711

Carrington Road, Reservoir Victoria 3073

phone 03 9478 8211 | email [reservoir.west.ps@education.vic.gov.au](mailto:reservoir.west.ps@education.vic.gov.au) | web [www.rwps.vic.edu.au](http://www.rwps.vic.edu.au)

• S T R I V E F O R E X C E L L E N C E •

October 2025

Dear Parent/Guardian,

Reservoir West Primary School is looking forward to another great year of teaching and learning and would like to advise you of the school's voluntary financial contributions for 2026.

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 that we can offer.

Within our school this support has allowed us to

- maintain our technology infrastructure and build our banks of school devices
- subscribe to online learning and assessment sources
- provide a wide range of curriculum experiences
- provide classroom and specialist consumables
- subsidise printing costs.
- maintain and develop the school grounds
- maintain sufficient class sets of books for students to develop their reading skills
- provide hands on maths equipment
- deliver a range of sporting and PE equipment
- arrange for individual student supplies and class bulk supplies
- resource first aid for all students.

We urge parents to give strong consideration to paying the voluntary financial contributions because, without a robust response, what the school can do to enhance your child's education will be restricted.

Please find below Reservoir West Primary School's voluntary financial contributions schedule for 2026.

***The 2026 Voluntary Financial Contributions schedule will be available via Compass in Term 1, 2026.***

Department of Education guidelines now mandate that schools are unable to provide parents with a statement of fees. With this in mind, parents are asked to please review the recommended

voluntary financial contributions schedule below for an indication of recommended contributions for your child/ren.

For further information on the Department's [Parent Payment Policy](#), please see the overview attached.

If you have any further queries please speak with our Business Manager, Joyce Janakievski, by contacting the school office on 9478 8211.

Yours sincerely,



Rachel Corben  
Principal



Jennifer Waters  
School Council Vice President

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
Booklist as attached	\$92.90
Classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper (\$30)</li> <li>• S.T.E.AM – materials &amp; Equipment (\$15)</li> </ul>	\$45
Online subscriptions <ul style="list-style-type: none"> <li>• Reading Eggs (\$14.50)</li> <li>• Essential Assessment – Numeracy &amp; Literacy (\$20.50)</li> <li>• Standardised Assessments for English and Maths (\$4.50)</li> <li>• Elastik – Online Assessment tool (\$30)</li> <li>• SPA platform – Online Student Assessment Analysis Platform (\$3.50)</li> <li>• Storybox – Online Library Subscription (\$2.50)</li> <li>• Dynamic indicators of Basic Early Literacy Skills (DIBELS) data (\$1.50)</li> <li>• Maths Circles – Numbots and Times Tables Rock Stars student (\$2)</li> <li>• ICT Devices – Admin &amp; support student owned and school (\$10)</li> </ul>	\$89
<ul style="list-style-type: none"> <li>• Printing and photocopying of worksheets and learning materials</li> </ul>	\$10
<b>Total Curriculum Contributions</b>	<b>\$236.90</b>

<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
Additional Education Support	\$100
Pay it Forward	\$100
Student and Parent Communication – Compass	\$10
<b>Total Other Contributions</b>	<b>\$210</b>

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

Attached is a list of items that the school recommends you purchase from KAKA Kids School Supplies for your child to individually own and use.

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

Reservoir West Primary School 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 will be advised throughout the year. Below is a guide of potential costs to be incurred.

<b>Extra-Curricular Items and Activities</b>	<b>Amount</b>
School Photos (estimate)	\$50
Camp	\$500
Excursion to be scheduled (estimate)	\$110
Science Week (estimate)	\$10
<b>Total Extra-Curricular Items and Activities</b>	<b>\$670</b>

### **Financial Support for Families**

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

- the Camps, Sports and Excursions Fund
- State Schools Relief (SSR)

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Joyce Janakievski, Business Manager on 03 9478 8211 or email [joyce.janakievski@education.vic.gov.au](mailto:joyce.janakievski@education.vic.gov.au)

## Total

Category	Totals
Curriculum Contributions	\$236.90
Other Contributions <i>(Non-tax deductible)</i>	\$210
Extra-Curricular Items and Activities	\$670
<b>Total</b>	<b>\$1116.90</b>

## Payment methods

Parent contributions towards the required payments is essential to maintain the quality of education that we provide at Reservoir West Primary School.

***The 2026 Voluntary Financial Contributions schedule will be available via Compass in Term 1, 2026.***

## 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 Payments 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 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.