

October, 2021

YEAR 7

Dear parent/guardian,

Colac Secondary College is looking forward to another great year of teaching and learning and would like to advise you of our voluntary financial contributions for 2022.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. All financial contributions made by families allows the school to purchase consumables, materials, and equipment to provide enhanced education and support for our students. They also allow us to offer our student population quality core and elective programs, as well as extra-curricular activities throughout the year.

We do our best to keep all monetary amounts to a minimum, and all contributions from our families are received with appreciation and are so important in allowing us to offer a meaningful and enriched learning experience for your child / children. We sincerely thank our families for your ongoing support.

Direct debit payment plans, smaller fortnightly contributions, and **“Early Bird and Sibling Discounts”** are just a few of our payment and support options that we offer our families. *Please refer to page 4 for further details.* If you have any queries or wish to discuss your circumstances and the options available to you, please contact the College to make an appointment with the College Parent Payment Officer.

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

Yours sincerely,



Mr Shane Elevato
Executive Principal

YEAR 7, 2022: Student Name _____

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Year 7 classroom consumables, materials & equipment <ul style="list-style-type: none"> • Art – paint, canvas, glitter, coloured paper, clay (\$20.00) • Food Tech – flour, butter, fruit, vegetables, meat, rice, pasta (\$20.00) • Science – chemicals, poster paper (\$20.00) • Drama – costumes, masks, scripts (\$20.00) • Wood Technology – Timbers, nails, glue (\$20.00) • Electrical Technology – timber, wire, LED’s short circuit consumables (\$20.00) • Textiles – fabric, cotton, project items (\$20.00) • Health and Physical Education - equipment (\$20.00) 	\$160.00
Year 7 Printing and photocopying of worksheets and learning materials (\$20.00)	\$20.00
Year 7 Curriculum Related Activities / Excursions (\$30.00)	\$30.00
Year 7 Whole school events <ul style="list-style-type: none"> • Athletics carnival – affiliation contributions, BBQ (\$10.00) • Swimming carnival – entry, transport, BBQ (\$10.00) 	\$20.00
Other Contributions - for non-curriculum items and activities	Amount
Student and Parent Communication Tools (Compass)	\$10.00
First aid items / equipment	\$10.00
Total Amount	\$ 250.00

BOOKLIST ITEMS Educational items for students to own

Attached is a list of items that the school recommends you purchase from Blanes Newsagency for your child to individually own and use.

DEVICE All Year 7 students are also encouraged to have their own iPad with College Network Access. Please refer to BYOD JB Hi Fi flyer.

Extra-Curricular Items and Activities

Colac Secondary College 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.

If you would like to purchase an item or activity for your child, please indicate on the table below and return this to the school with payment.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
Optional - Year 7 school camp (Dates TBA)	TBA	
Optional - Sporting Pathways Program	\$250.00	
Optional - Instrumental Hire	\$100.00	
Total Extra-curricular Items and Activities		\$

TOTALS	
Curriculum Contributions	\$
Other Contributions	\$
Extra-Curricular Items and Activities	\$

Financial Support for Families

Colac Secondary College understands that some families may experience financial difficulty and offers a range of support options, including:

- **Centrelink**

Parents in receipt of Centrelink payments can direct a portion of this to the school each fortnight. This can be used as a payment plan for year level contributions and other school related costs (excluding iPads). iPads are to be purchased via an external provider.

- **Appointments**

Parents who experience difficulties providing or paying the school to provide essential education items are encouraged to make an appointment with the Parent Payment Officer to discuss alternative payment methods. Please phone 5231 9800 to make an appointment.

- **Sibling Discount AND Early Bird Discount** on year level contributions

Families with multiple students are eligible to receive sibling discounts. See below table.

Early bird discounts also apply to every student if payment is made by December 10, 2021.

STUDENT	SIBLING DISCOUNT (Applies all year)	EARLY BIRD DISCOUNT (Must be paid by Dec 10, 2021)	IF BOTH...
Student 1 (eldest)	-	10%	10%
Student 2	10%	10%	20%
Student 3	10%	10%	20%
Student 4	10%	10%	20%

**Excludes extra-curricular and user pay associated costs*

- **Payment Plans**

Provides another way, in addition to Centrepay, for parents to 'pay off' school related charges in a time frame that suits their needs.

- **Camps, Sports & Excursions Fund (CSEF)**

This payment is paid directly to the College to Parents / Guardians with an eligible Centrelink benefit card and can be utilised for any camp, sport or excursion only. Funds are not to be passed onto Parents / Guardians but will stay against the family account, and rollover from year to year if not used.

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

Emma Hall (Business Manager)

Ph: 03 5231 9800 | Email: Emma.Hall@education.vic.gov.au

PAYMENT OPTIONS	EXPLANATION	HOW TO SET THIS UP
CENTREPAY 	Centrelink will take payments out of your fortnightly benefit and forward it to the school. This can be a once off, or regular instalments.	By completing a Centrepay deduction form. Please contact the College and ask to speak to the Centrepay coordinator.
EFTPOS, CREDIT CARD OR CASH IN PERSON 	Cash, EFTPOS or Credit Cards are accepted.	Payment can be made at the College main or student office.
PHONE 	You may phone the College office and pay using your Credit Card.	Phone 5231 9800 with your Credit Card handy and the contributions you wish to pay.
BPAY 	Login directly through your internet, mobile or phone banking.	Biller Code: Ref: Please contact us for your reference number or check your statement.
DIRECT DEPOSIT 	You can set up regular deposits or full payment from your bank account to the College bank account.	CBA BSB: 063 510 Account: 1030 2816 Reference: You must call us for this - student Code. Phone 5231 9800.
PAYMENT PLAN 	You can contact the College nominated parent payment contact to discuss your financial situation and set up a payment plan to suit your needs	Phone 5231 9800 to set up an appointment or talk via phone.
CAMPS, SPORTS & EXCURSIONS FUND (CSEF) 225.00 per student	Available for Parents / Guardians that have an eligible Health Care Card.	By completing a CSEF application form. Cut off dates apply.

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.