

**2023 PARENT PAYMENT ARRANGEMENTS**

*Investing in your child's education is an investment in their future.*

Dear Parents and Friends,

Kyabram P-12 College is looking forward to another great year of teaching and learning would like to advise you of Kyabram P-12 College's voluntary financial contributions for 2023.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. At Kyabram P-12 College you will find committed teachers who have a genuine concern for your child. All staff are actively involved in ensuring that the programs we offer are stimulating and that we are up to date with current practices and new initiatives in terms of learning experiences and opportunities we provide for the children.

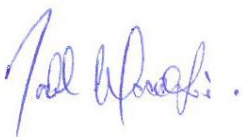
Kyabram P-12 College is an exciting Prep to Year 12 College that offers your children a seamless journey from the start of their schooling experience through to the completion of their secondary education. Through commitment and collaboration from parents, students and staff we will achieve a successful future for all students.

Our College has a strong commitment to being a caring, welcoming and safe school with quality teaching and learning across all levels from Prep-12. The progress and wellbeing of each individual student guides the operation of our College, the decisions we make and the processes we follow. Our values of Respect, Resilience, Community, Responsibility and Doing Your Best play an important part in our school culture and we ensure that these values are taught and upheld in our school community.

Your investment towards your child's education is an investment in your child's future. Please consider this when reviewing items against 'Curriculum Contributions', 'Other Contributions.'

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

Yours sincerely,



Todd Woodfine  
Acting College Principal

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum (Voluntary)</b>	<b>Amount</b>
Electives/ Applied Learning Projects (student subject choices-materials used)	\$ 200.00
Homegroup	\$ 7.00
Photocopying/Printing (classroom consumables)	\$ 30.00
Student Planner	\$ 13.00
VCE Resources (VCE trial exam papers)	\$ 20.00
VET –(Vocational Education and Training) Electives = There is no charge for Materials in 2023. Parents will be advised of contribution fees when this information is available. Please refer to attached letter for further details	To be advised
<b>SUB TOTAL</b>	<b>\$ 270.00</b>
<b>Other Contributions - for non-curriculum items and activities (Voluntary)</b>	<b>Amount</b>
Locker hire	\$ 10.00
Student Accident Insurance	\$ 7.00
<b>SUB TOTAL</b>	<b>\$ 17.00</b>

**Educational Items for Students to Own**

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

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

Kyabram P-12 College 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.

<b>Extra-Curricular Items and Activities (user pays)</b>	<b>Amount</b>
Personal Protective Equipment	\$ 8.00
*Wellbeing Incursions/Speakers	\$ 8.00
<b>SUB TOTAL</b>	<b>\$ 16.00</b>
<b>TOTAL COMBINED CONTRIBUTIONS</b>	<b>\$303.00</b>
Churinga (school magazine) <i>Optional</i>	\$ 15.00
Instrumental Music (cost is per annum for the program) <i>Opt in</i>	\$300.00
Network Printing (individual student printing) <i>Opt in. Printer credit can be purchased from the office at any time.</i>	\$ 20.00
*Excursions as scheduled throughout 2022. <i>(The cost of these excursions will be advised throughout the year)</i>	To be advised
*Outdoor Education = Excursions as scheduled throughout the year	To be advised
*Year 11 Camp	To be advised

*\* (CSEF recipients please note these funds can be used for these items.)*

### **Financial Support for Families**

Kyabram P-12 College understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund
- Parents with financial constraints are able to make arrangements to pay in instalments or at a later date by mutual agreement with the Business Manager. Each individual case is treated with confidentiality, empathy and compassion.

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

Jan Prior  
College Business Manager  
Ph: 03 5851 2100  
Email: [jan.prior@education.vic.gov.au](mailto:jan.prior@education.vic.gov.au)

### **Payment methods**

A variety of payment options are available such as Compass, BPAY, EFTPOS, Centrepay, Direct Credit, QKR, Cheque and Credit Card.

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

School camps provide children with inspiring experiences in the great outdoors, excursions encourage a deeper understanding of how the world works and sports teach teamwork, discipline and leadership. All are part of a healthy curriculum. CSEF is currently provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. The allowance will be paid to the school to use towards expenses relating to camps, excursions, or sporting activities for the benefit of your child. The annual CSEF amount per student is:

- \$125 for primary school students
- \$225 for secondary school students

### **Flexible Payment Options**

Payments for Voluntary or Extra-Curricular Items and Activities can commence at any time. We offer a range of flexible payment options for you to select from, including:

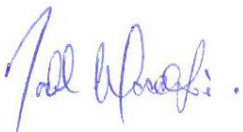
- Payment in full
- Pay by instalments
- Fortnightly direct debit Centrepay instalments.

## **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.

- 1: Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund is able to be given.
2. Where a 'per student' fee is charged refunds are able to be given.
3. Refunds on deposits made can only be given where bookings have not been finalised.
4. Where there is a combination of a bulk charge and a 'per student' charge in an excursion e.g. visit to a zoo. Bus charge is bulk cost. Entry fee is per student cost. Only the 'per student' component is able to be refunded.
5. Eligible Refunds will be made as soon as possible – where practicable.
6. The Principal will have the capacity to view special circumstances on an individual basis.

Yours sincerely,



Todd Woodfine  
Acting College Principal

# 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.