**PARENT PAYMENT ARRANGEMENTS YEAR P-6 2024**

16 October 2023

Dear Families,

This letter outlines our Parent Payment Policy and 2024 voluntary financial contribution information, as directed by the Department of Education. Primary aged students (P-6) all receive the same contribution request. Students in Years 7-12 will receive contribution requests appropriate to their respective year levels. For further information on the Department’s Parent Payments Policy, see the one-page overview attached.

Orbost Community College is looking forward to a great year of teaching and learning. The ongoing support from 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 makes a huge difference to our school and the programs we can offer.

Within our school this support will allow us to maintain our canteen service, offer an instrumental program for Years 5 -12 across local schools, provide extra education support staff in classrooms, purchase student blazers and sports tops and a myriad of other activities that enhance our school community.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all Curriculum Contributions and Other (non-curriculum) Contributions are voluntary.

The total Voluntary Contributions for 2024 are outlined in more detail on pages 3 & 4.

**Extra-Curricular Items and Activities**

Extra-Curricular items and activities are provided on an opt-in or user pays basis and payment for these will be requested during the year. An outline of Extra-Curricular options the school is proposing for 2024 is detailed on page 5. We ask that parents indicate which Extra-Curricular items you would be likely to purchase, so we can plan for viability and final costs of running these activities and return the form to the office by Friday 8th December 2023.

### Payment methods

### Our accounts are not yet established. When they are, payment can be made:

* At school office (cash, cheque or EFTPOS)
* Bank direct deposit (name and contribution type as reference ie. CC, OC, ECIA, or ALL)

BSB: to be confirmed Account No: to be confirmed

* BPAY – to be confirmed
* Centrepay deductions (for Centrelink recipients – can be set up at the school office term 1, 2024)

### Financial Support for Families

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

* Camps, Sports and Excursions Fund (CSEF)
* Direct deposit / BPAY agreement
* Centrepay agreement
* State Schools Relief (SSR*)*
* School Breakfast Program

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact staff at the General Office.

### Refunds

### Orbost Community College will consider requests for partial or full refunds of payments made by parents 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.

**Students leaving Orbost Community College**

If a student transfers to another Victorian school, the unspent portion of any CSEF will be forwarded to the student’s new school so the student has access to the full value of the payment.

If a student leaves the Victorian school system, any unused CSEF will remain with the school and may be used towards the expenses of siblings enrolled at the College, or if no siblings remain, be used for school incurred costs associated with operating camps, sports or excursion activities for students.

Credit amounts of parent payments (cash, direct deposit, Centrepay, BPay instalments) held at the time of the student leaving Orbost Community College may be used towards the expenses of siblings enrolled at the college or refunded back to the parent if no other siblings remain.

The student booklist will be sent out soon. Please return these to the office by Friday 8th December 2023.

If you have any questions regarding this letter, feel free to contact me at the College on 03 5154 1084.

Yours sincerely,

Peter Seal

Principal

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| **Curriculum Contributions**Items and activities that students use, or participate in, to access the Curriculum | Amount |
| **Subject materials and activities***These contributions help sustain our delivery and diversity of subject offerings to our P-6 students.** Stationery and classroom consumables
* Mathematics and Literacy workbooks
* Printing of worksheets and learning materials
* Art/STEAM consumables and resources
* Online learning resources eg Mathletics, Reading Eggs

 | $120 |
| **Activities*** Swimming program: pool entry and travel costs - $45
* Arts council performances - $25
* Other local excursions - $20

(eg NPS Play, winter, summer, cross country and athletic sports, Orbost Library, Coastal School, Farm visit, Marlo Beach, Cluster rehearsals, Emergency Services day) | $90 |
| ***Total Curriculum Contributions*** **(discount for families with a pool pass is still to be confirmed)**  | **$210** |

**Extra-Curricular Items and Activities**

Orbost Community 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 to deliver the Curriculum. These are provided on an opt-in or 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 by Friday 10th December 2021.

|  |  |  |
| --- | --- | --- |
| **Extra-Curricular Items and Activities** | **Amount** | **Purchase** **(Please tick)** |
| **Optional Instrumental music program (Grades 5&6)*** *Music tuition, sheet music $90*
* *Music tuition books if required, approx. $20*
* *Instrument consumables such as valve oil, reeds, strings etc as required - price varies*
* *Instrument - price varies*
 | $ TBA |  |
| **Other optional camps, excursions and activities to be scheduled** Orbost Community College offers a range of camps and excursions that broaden the school experience. These are provided on a user pays basis. | $ TBA |  |
| ***Total Extra-curricular Items and Activities*** | **$** |

**Total Contributions**

|  |  |
| --- | --- |
| **Category**  |  |
| Curriculum Contributions (CC) – Total page 3 | $ |
| Extra-Curricular Items and Activities (ECIA) – Total page 4 | $ |

|  |  |
| --- | --- |
| Total of Contribution | $ |

STUDENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please indicate if you choose to use Camps, Sports and Excursion Funds or other existing family credit held at the school towards student activities e.g. swimming or Extra-Curricular Camps and Activities.**

 **Yes No**

### Parent / Carer signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**parent PAYMENTS policy**

**ONE PAGE OVERVIEW**

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| --- | --- |
| A white icon of a person reading a book  Description automatically generated | 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.
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| --- | --- | --- | --- | --- |
| A computer screen with a cursor  Description automatically generated | PARENT PAYMENT REQUESTSSchools can request contributions from parents under three categories:

|  |  |  |
| --- | --- | --- |
| Curriculum ContributionsVoluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum. | Other ContributionsVoluntary financial contributions for non-curriculum items and activities that relate to the school’s functions and objectives. | Extra-Curricular Items and ActivitiesItems 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).
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|  |  |
| --- | --- |
| A hand holding a plant  Description automatically generated | 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.
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| A white check marks on a paper  Description automatically generated | 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.
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