**PARENT PAYMENT ARRANGEMENTS YEAR 11 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 Year 11 students*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Unit*** | ***Amount*** | ***✓*** | ***Unit*** | ***Amount*** | ***✓*** |
| *VCE English* | *$10* |  | *VCE Chemistry* | *$20* |  |
| *VCE Health & Human Dev.* | *$10* |  | *VCE Music*  | *$30* |  |
| *VCE Physical Education* | *$10* |  | *VCE Outdoor Ed.* | *$30* |  |
| *VCE Psychology* | *$10* |  | *VCE Studio Art* | *$40* |  |
| *VCE Physics* | *$10* |  | *VCE Visual Communication* | *$40* |  |
| *VCE Maths* | *$20* |  | *VCAL – Foundation* | *$80* |  |
| *VCE Biology* | *$20* |  | *VCAL – Senior* | *$80* |  |

 | $ |
| **Digital devices*** *Use of school provided laptop (if required) $100*
 | $ |
| **Student resources & online subscriptions*** *Edrolo (Standard) - supports the study and revision of VCE Studies Yrs 10-12 $45*
* *Student handbook and course guide $5*
 | $ |
| **Information and communications technology*** *Student printing and photocopying ($10 per term) $40*
* *Student technical support providing additional IT services including minor laptop repairs & maintenance, secure networking, access to online file storage, email, additional software and equipment needed to sustain and enhance our ICT services $10*
 | $ |
| **Key school celebrations and events***Contributions will support the delivery of school events such as Presentation Night, sports carnivals and visiting performances. $25* | $ |
| ***Total Curriculum Contributions* Including use of school digital device** | **$** |

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| --- | --- |
| **Other Contributions**Items, services or programs that students use, or participate in, that are non-curriculum. | **Amount** |
| **School Sports Victoria membership & co-ordination to participate in inter-school sports** *$5* | $ |
| **First aid***The school provides first aid consumables (face masks, bandaids, sunscreen, repellent, ice packs) to treat students and to meet student health needs when at school, on excursions and camps. $5 per term* | $ |
| **Library services** *$40** *Ebook platform – Wheelers ePlatform*
* *Bibliotech – book lending program*
* *SCIS – book cataloguing program*
* *Purchase of daily newspapers*
* *Purchase of books and magazines*
* *Lunchtime games & craft activities*
 | $ |
| **Access to non DET supplied school related software programs*** *Compass $20*
 | $ |
| **Student resources*** *Student locker padlock $5*
* *School magazine – 2022 Croajingalong $10*
 | $ |
| ***Total Other Contributions*** | **$** |

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| --- |
| **Educational items for students to own**  |

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

* ***Stationery and Textbooks – Orbost Authorised Newsagency***
* ***Student Laptop - Learning With Technologies website:*** [***occ.orderportal.com.au***](https://occ.orderportal.com.au/Welcome?ofid=1813&eid=734)
* ***Digital Textbooks (Biology 1-4, Psychology 1 & 2, Physics 3 & 4) – purchase direct via:*** [edrolo.com.au](http://edrolo.com.au)

**Extra-Curricular Items and Activities**

Orbost 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 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 8th December 2023.

|  |  |  |
| --- | --- | --- |
| **Extra-Curricular Items and Activities** | **Amount** | **Purchase** **(Please tick)** |
| **Optional Instrumental music program** * *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*
* *Purchase of instrument - price varies*
* *Band tour – senior band only $TBA*
 | $ TBA |  |
| **Other optional camps, excursions and activities to be scheduled**  | $ TBA |  |
| **Optional school deb/formal - Yr 11 –** *dance lessons, flowers, decorations, security* | $ TBA |  |
| **Optional driving lessons with qualified instructor – Yr 11** | $ TBA |  |
| ***Total Extra-curricular Items and Activities*** | **$** |

**Total Contributions**

|  |  |
| --- | --- |
| **Category**  |  |
| Curriculum Contributions (CC) - Total page 3 | $ |
| Other Contributions (OC) – Total page 4 | $ |
| Extra-Curricular Items and Activities (ECIA) – Total page 5 | $ |

|  |  |
| --- | --- |
| 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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