

# Bentleigh Secondary College

## 2022 Parent Voluntary Contribution request from School Council

Dear Parent/Carer,

Bentleigh Secondary College strictly adheres to DET's Parent Payment Policy in which School Council may request voluntary financial contributions and payments under the following categories:

### Curriculum Contributions

Curriculum Contributions are voluntary contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

- School Council request that families make payment of curriculum contributions requested that are based on student specific subjects and the related curriculum items.

### Other Contributions

Other Contributions are voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

Voluntary contributions are essential to the college in covering shortfalls in funding.

These contributions support:

- Classroom items and materials used for learning and shared class sets – eg, math problem solving kits
- Photocopying and printing – eg, worksheets; exam papers
- School equipment – eg, science laboratory equipment; microscopes; sports equipment
- Data Analysis – eg, Analytics in School; ACER PAT Tests
- Compass / Timetabling Package
- IT and network – eg, technology equipment/software

Parents may be requested to pay for kits and consumables as needed throughout the year eg, kits, unknown curriculum consumables.

These are challenging times for school communities, and the school has done a magnificent job handling the changes and variable nature of schooling in 2020 and 2021. Through it all, School Council and the staff are working to make Bentleigh Secondary College the best school it can be.

School Council asks that you support the college by paying the requested Curriculum and Voluntary Contribution to ensure the school can continue to deliver exceptional opportunities and support for students.

Andrew Clarke  
School Council President



# Bentleigh Secondary College

## 2022 Year 9 Parent Contribution Request

To be read in conjunction with the Parent Payments Arrangement document

<b>Curriculum Contributions</b>		Curriculum Contributions are voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the curriculum.
Student Organiser	All students	\$ 25.00
ID Card	All students	\$ 10.00
Art	materials: e.g. paint; glue; canvas boards; masking tape; block printing ink	\$ 20.00
Visual Communication & Design	materials: e.g. isometric paper; template printing; rendering sheet printing	\$ 20.00
Food	food consumables: e.g. flour; butter; pastry; perishable items	\$ 89.00
Textiles	materials: thread; fabric paint; ribbon; fabric	\$ 30.00
Wood	wood consumables: e.g. wood; dowel; glue	\$ 20.00
<b>Other Contributions</b>		Other Contributions are voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.
	Voluntary contributions are essential to the college in covering shortfalls in funding. These contributions support:	\$ 300.00
	* Classroom items and materials used for learning and shared class sets – e.g. maths problem solving kits	
	* Photocopying and printing – e.g. worksheets; exam papers	
	* School equipment – e.g. science laboratory equipment; microscopes; sports equipment	
	* Data Analysis – e.g. Analytics in School; ACER PAT Tests	
	* Compass / Timetabling Package	
	* IT and network levy – e.g. technology equipment/software	
	School Council asks that you support the college by paying the requested Voluntary Contribution to ensure the school can continue to deliver exceptional opportunities for students.	
Building Fund	(Tax Deductible)	\$ 100.00
<b>Extra Curricular Items &amp; Activities</b>		Extra-Curricular Items and Activities are items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free in order to deliver the Curriculum. Extra-Curricular Items and Activities are provided on a user-pays basis.
<i>Extra Curricular Programs - all year</i>		
<b>Sport Academy - Optional</b>	resources/training/coaching/physio sessions (Participation via application acceptance)	\$1,200.00
<b>Instrumental Music - Optional</b>	(Participation via application acceptance)	
Instrumental Music Tuition		\$ 500.00
Instrument Hire		\$ 250.00



# Bentleigh Secondary College

## 2022 Parent Payment Arrangement

Dear Parent/Carer,

Bentleigh Secondary College would like to advise of the College's parent payment arrangements for 2022.

Schools provide students with free instruction to fulfil the standard Victorian curriculum. Your ongoing support ensures that we can offer the best possible education and support for our students. We want to thank you for your support, which makes a huge difference to our school and the programs we can offer.

Contributions for each Year Level will be provided to parents on enrolment or re-enrolment, and available on the College website. Curriculum Contributions are specific to your child's subjects and will be visible on Compass as part of Course Confirmation.

### Curriculum Contributions

Curriculum Contributions are voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

### Other Contributions

Other Contributions are voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

*Voluntary contributions are essential to the college in covering shortfalls in funding. These contributions support:*

- *Classroom items and materials used for learning and shared class sets – e.g., math problem solving kits*
- *Photocopying and printing – e.g., worksheets; exam papers*
- *School equipment – e.g., science laboratory equipment; microscopes; sports equipment*
- *Data Analysis – e.g., Analytics in School; ACER PAT Tests*
- *Compass / Timetabling Package*
- *IT and network – e.g., technology equipment/software*

### Extra Curriculum Items and Activities

Extra-Curricular Items and Activities are items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free in order to deliver the Curriculum. Extra-Curricular Items and Activities are provided on a user-pays basis.

### Financial Support for Families

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

Government assistance programs:

The Camps, Sports and Excursions Fund (CSEF) application. Information is provided in the enrolment or re-enrolment process, newsletters, college website and via Compass.

State Schools Relief provide support for school items. Requests must go through our Wellbeing Team.

*Refer to consideration of hardship*

Second-hand school items:

College second-hand uniform shop (applicable to years 9 to 12 only in 2022).

College support:

For families identified as experiencing hardship by our Wellbeing Team, items may be available to loan e.g., textbooks, graphing calculator.

For a confidential discussion about accessing these services, contact our Wellbeing Team via email [wellbeing@bentleighsc.vic.edu.au](mailto:wellbeing@bentleighsc.vic.edu.au) or if you would like to discuss alternative payment arrangements, contact our Finance Team via email [finance@bentleighsc.vic.edu.au](mailto:finance@bentleighsc.vic.edu.au)



# Bentleigh Secondary College

## Payment methods

Contribution payments are made as part of Compass Course Confirmation in full, or by designated payment dates. Individual payment plan can be requested by contacting our Finance Team via email [finance@bentleighsc.vic.edu.au](mailto:finance@bentleighsc.vic.edu.au)

## 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.

### Curriculum Contributions:

- Fully refundable if paid in the preceding year and the student does not commence at the College.
- Pro-rata per terms following exit date e.g., exit during Term 1, Term 2, 3 & 4 will be refunded.
- Nil refund after the commencement of Term 4.

### Other Contributions:

- Fully refundable if paid in the preceding year and the student does not commence at the College.
- Nil refund if the student has commenced the school year.
- **Building Fund** contributions are non-refundable.

### Extra-Curricular Items and Activities:

Students withdrawing from extra-curricular items and activities will not automatically be entitled to a refund.

#### Camps and Excursions

Full refund will be payable where NO COST is incurred by the College when:

- It is viable for the College to approve another student to fill the place.
- The Principal deems the student's withdrawal was unavoidable e.g., illness. (Medical certificate required).

Partial refund will be payable when:

- The Principal deems the student's withdrawal to be avoidable. In such case, the refund will be the full amount paid, less any expenses incurred by the College because of the withdrawal

No refund will be payable when:

- The Principal deems the student's withdrawal was avoidable and/or the College has incurred the full cost of the excursion, camp, extra-curricular item or activity.

#### Camps and Excursions

The following will apply to Camps and Excursions:

*'Due to planning and advance payment to confirm bookings a medical certificate is required for the period of the activity before a refund will be considered.'*

#### Sports Academy and Instrumental Music

The following will apply to student participation in the Sports Academy and Instrumental Music Program:

- Participation in these programs is for a full academic year. Any request to discontinue participation in the program should be made by the parent to the staff member in charge of the program. Refunds cannot be guaranteed once participation in these programs has commenced.

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

Helene Hiotis  
Principal

Andrew Clarke  
School Council President

## 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	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	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.