



# PARENT PAYMENT ARRANGEMENTS

Dear Parent

Bentleigh Secondary College would like to advise you of the College's parent payment arrangements for 2021.

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

Bentleigh Secondary College makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

## PARENT PAYMENT CHARGES

### Essential Student Learning Items:

Essential Student Learning Items are items and activities which the school deems as essential for student learning, without which, students would be unable to access the school's delivery of the standard curriculum.

Items that students take permanent possession of, materials for final products that students take home and curriculum related activities that students participate in.

### Optional Items:

Optional Items are items and activities that enhance or broaden the schooling experience of students and offered in addition to the standard curriculum. Students access these on a user pays basis.

Items include non-curriculum-based school events, optional excursions and camps, optional sporting or music programs and materials that don't relate to the standard curriculum.

Note: Optional Activity participation may be via an expression of interest and/or application acceptance.

### Voluntary Contribution:

School councils can invite parents to make a voluntary contribution to support the school. The Voluntary Contribution requested is vital to the operations of the college and the educational experiences for our students.

While these are necessary for the funding of a school, these cannot be included under Essential Learning Items:

- ❖ Classroom items and materials used for learning and shared class sets – e.g. maths problem solving kits
- ❖ School equipment – e.g. science laboratory equipment; microscopes; sport / food technology/art equipment
- ❖ Photocopying and printing – e.g. worksheets; exam papers
- ❖ Data Analysis – e.g. Analytics in Schools; ACER PAT tests
- ❖ Compass / Timetabling packages
- ❖ 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.

## 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:

- ❖ Camps, Sport 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. Request must go through our Wellbeing team. *Refer to consideration of hardship.*

Secondhand school items:

- ❖ College secondhand uniform shop.

College equipment loans:

- ❖ For families identified as experiencing hardship by our Wellbeing team, items may be available to loan e.g. text books, graphic calculators.

For a confidential discussion about accessing these services you should contact the Head of Wellbeing by email to [bentleigh.sc@education.vic.gov.au](mailto:bentleigh.sc@education.vic.gov.au), or if you would like to discuss alternative payment arrangements, email the Finance Team by email to [bentleigh.sc@education.vic.gov.au](mailto:bentleigh.sc@education.vic.gov.au).

## PAYMENT METHODS

- ❖ Essential Student Learning Items and Voluntary Financial Contributions paid as part of Compass Course Confirmation in full, or by designated payment dates; individual payment plans request via email [bentleigh.sc@education.vic.gov.au](mailto:bentleigh.sc@education.vic.gov.au) attention Finance Team.
- ❖ Payment requested for Essential Student Learning Items, Optional Items and Voluntary Financial Contributions are made prior to the commencement of the school year.



## REFUNDS

### Essential Items

- ❖ 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 middle of term 1, terms 2, 3 & 4 will be refunded.
- ❖ Nil refund after the commencement of Term 4.

### Optional Items

Students withdrawing from camps and excursions, Optional Item activities will not automatically be entitled to a refund.

**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 activity, or optional extra 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. The refund will be the full amount paid, less any expenses incurred by the college because of the withdrawal."*

### Sports Academy and Music Charges

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

*Tuition is for a full academic year. Any request to discontinue participation in the program should be made by the parent to the head of the program. Refunds cannot be guaranteed once participation in the program has commenced.*

### Voluntary Contributions:

**Voluntary contributions** are only refundable if paid in the preceding year and student does not commence at the college. In all other circumstances they are non-refundable.

**Building Fund** contributions are non-refundable.

All refunds should be requested in writing to [bentleigh.sc@education.vic.gov.au](mailto:bentleigh.sc@education.vic.gov.au).

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

Yours sincerely,

Ms Helene E Hiotis  
Principal

Mr Andrew Clarke  
School Council President

Reviewed annually

Date of approval by School Council 16 September 2020

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW

The following is a summary of the main principles of the Parent Payments Policy:



### FREE INSTRUCTION

- Schools provide students with free instruction to fulfil the standard curriculum requirements as outlined in the Victorian Curriculum F-10, VCE and VCAL.



### PARENT PAYMENT REQUESTS

- Schools do not ask parents to pay for school operating costs (e.g. utility costs) or general and unspecified charges.
- Schools request payments from parents under three categories:

#### Essential Student Learning Items

- Items and activities which the school deems essential for student learning.
- Parents may choose to purchase essential items through the school or provide their own.

#### Optional Items

- Items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum.
- These are provided to students on a user-pays basis.

#### Voluntary Contributions

- Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose.
- Students will not be disadvantaged in any way if parents do not make a contribution.

### 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 obtain school council approval for their parent payment arrangements and upload their arrangements on their school's public website for transparency.



## BENTLEIGH SECONDARY COLLEGE

### 2021 -Year 7 Parent Payment Charges

College Blazer	<i>Compulsory for all students (to be worn to and from school)</i> <i>School Council has purchased blazers in bulk at an extremely reduced price in an effort to support parents.</i> <i>The implementation of a new uniform, with a compulsory college blazer was approved by School Council after student consultation and feedback.</i>	\$ 145.00
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### ESSENTIAL STUDENT LEARNING ITEMS

Student Organiser	<i>Compulsory for all students</i>	\$ 25.00
ID Card	<i>Compulsory for all students</i>	\$ 10.00
Maths	<i>online Mathspace</i>	\$ 30.00
Art	<i>materials: e.g. paint; glue; cartridge paper</i>	\$ 26.00
Textiles	<i>materials: cotton; fabric paint; ribbon; fabric</i>	\$ 23.00
Food	<i>food consumables: e.g. flour; butter; pastry; perishable items</i>	\$ 16.00

### VOLUNTARY CONTRIBUTIONS

#### Suggested Voluntary Contribution

School Operating Costs	<i>While these are necessary for the running of a school, these cannot be included under Essential Student Learning Items:</i>	\$ 300.00
	<ul style="list-style-type: none"> <li>❖ <i>Classroom items and materials used for learning and shared class sets – e.g. maths problem solving kits</i></li> <li>❖ <i>Photocopying and printing – e.g. worksheets; exam papers</i></li> <li>❖ <i>School equipment – e.g. science laboratory equipment; microscopes; sports equipment</i></li> <li>❖ <i>Data Analysis – e.g. Analytics in School; ACER PAT Tests</i></li> <li>❖ <i>Compass / Timetabling Package</i></li> <li>❖ <i>IT and network levy – e.g. technology equipment/software</i></li> </ul>	
	<i>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.</i>	
Building Fund	<i>(Tax Deductible)</i>	\$ 100.00

### OPTIONAL ITEMS

<i>Other Programs - all year</i>		
<b>Sport Academy - Optional</b>	<i>Outside school hours (Participation via application acceptance)</i> <i>Netball / AFL / AFLW / Soccer</i>	\$ 900.00
<b>Instrumental Music - Optional</b>	<i>(Participation via application acceptance)</i>	
Instrumental Music Tuition		\$ 500.00
Instrument Hire		\$ 250.00



BENTLEIGH SECONDARY COLLEGE

2021 -Year 8 Parent Payment Charges

ESSENTIAL STUDENT LEARNING ITEMS

Student Organiser	<i>Compulsory for all students</i>	\$ 25.00
ID Card	<i>Compulsory for all students</i>	\$ 10.00
Mathematics	<i>online Mathspace</i>	\$ 30.00
Art	<i>materials: e.g. paint; glue; canvas board; masking tape; block printing ink</i>	\$ 30.00
Visual Communication & Design	<i>materials: e.g. isometric paper; template printing; rendering sheet printing</i>	\$ 14.00
Food	<i>food consumables: e.g. flour; butter; pastry; perishable items</i>	\$ 58.00
Textiles	<i>materials: cotton; fabric paint; ribbon, fabric</i>	\$ 30.00

VOLUNTARY CONTRIBUTIONS

Suggested Voluntary Contribution

School Operating Costs	<i>While these are necessary for the running of a school, these cannot be included under Essential Student Learning Items:</i>	\$ 300.00
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- ❖ *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	<i>(Tax Deductible)</i>	\$ 100.00
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OPTIONAL ITEMS

*Other Programs - all year*

<b>Sport Academy - Optional</b>	<i>resources/training/coaching/physio sessions Netball / AFL / AFLW / Soccer</i>	\$ 1,200.00
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**Instrumental Music - Optional**

Instrumental Music Tuition		\$ 500.00
Instrument Hire		\$ 250.00

**BENTLEIGH SECONDARY COLLEGE****2021 - Year 9 Parent Payment Charges****ESSENTIAL STUDENT LEARNING ITEMS**

Student Organiser	<i>Compulsory for all students</i>	\$ 25.00
ID Card	<i>Compulsory for all students</i>	\$ 10.00
Art	<i>materials: e.g. paint; glue; canvas boards; masking tape; block printing ink</i>	\$ 20.00
Visual Communication & Design	<i>materials: e.g. isometric paper; template printing; rendering sheet printing</i>	\$ 20.00
Food	<i>food consumables: e.g. flour; butter; pastry; perishable items</i>	\$ 89.00
Textiles	<i>materials: thread; fabric paint; ribbon; fabric</i>	\$ 30.00

**VOLUNTARY CONTRIBUTIONS****Suggested Voluntary Contribution**

School Operating Costs	<i>While these are necessary for the running of a school, these cannot be included under Essential Student Learning Items:</i>	\$ 300.00
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- ❖ *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	<i>(Tax Deductible)</i>	\$ 100.00
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**OPTIONAL ITEMS***Other Programs - all year*

<b>Sport Academy - Optional</b>	<i>resources/training/coaching/physio sessions Netball / AFL / AFLW / Soccer</i>	\$ 1,200.00
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**Instrumental Music - Optional**

Instrumental Music Tuition		\$ 500.00
Instrument Hire		\$ 250.00

**BENTLEIGH SECONDARY COLLEGE****2021- Year 10 Parent Payment Charges****ESSENTIAL STUDENT LEARNING ITEMS**

Student Organiser	<i>Compulsory for all students</i>	\$ 25.00
ID Card	<i>Compulsory for all students</i>	\$ 10.00
Studio Art	<i>materials: e.g. paint; glue; canvas boards; masking tape; block printing ink</i>	\$ 33.00
Visual Communication & Design	<i>materials: e.g. architectural scaled objects; balsa wood; foam; paint</i>	\$ 33.00
Food Studies	<i>food consumables: e.g. flour; butter; pastry; perishable items</i>	\$ 74.00
Textiles	<i>materials: thread; paper/card; pattern cutting paper; bias tape; elastic</i>	\$ 18.00

**VOLUNTARY CONTRIBUTIONS****Suggested Voluntary Contribution**

School Operating Costs	<i>While these are necessary for the running of a school, these cannot be included under Essential Student Learning Items:</i>	\$ 300.00
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- ❖ *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	<i>(Tax Deductible)</i>	\$ 100.00
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**OPTIONAL ITEMS***Other Programs - all year*

<b>Sport Academy - Optional</b>	<i>resources/training/coaching/physio sessions Netball / AFL / AFLW / Soccer</i>	\$ 1,200.00
<b>Instrumental Music - Optional</b>		
Instrumental Music Tuition		\$ 500.00
Instrument Hire		\$ 250.00

**VET**

*charge to be paid in full prior to course commencement*      various





