



HIGHVALE SECONDARY COLLEGE

PARENT PAYMENT POLICY 2018

RATIONALE

The contribution by parents over the years has been a significant factor in ensuring the range and quality of opportunities at Highvale.

This policy is governed by the Victorian Education and Training Reform Act 2006. The Department of Education allocates funding to schools through the Student Resource Package. This includes funding for the standard curriculum program, including associated administration, equipment, facilities and operational costs. The Act also empowers school councils to charge parents for items that the school provides or makes available to the student. The items may be categorised as either Essential Student Learning Items or Optional Items. School council may also ask parents to make a voluntary financial contribution to the school for a stated purpose.

ESSENTIAL STUDENT LEARNING ITEMS

1. Student Materials and Requisites - \$232.00

This covers items NOT funded through government sources and includes such things as the provision of diaries to students as well as newsletters, course information booklets to parents, student printing. To cover the cost of providing these services, materials and equipment, a charge has been set by the College Council for 2017.

2. Text Book Hire Service Charge - \$144.00

Parents are expected to pay for student textbooks, including hire or access to class sets of textbooks and print resource material in lieu of texts. Rather than provide parents with a textbook list, our unique Text Book Hire Service Scheme was introduced over twenty years ago and has saved parents many thousands of dollars over the years. Under our scheme parents are expected to pay an annual service charge. This provides students with an individual copy of relevant texts throughout the year and access to class sets. Parents should note that the textbooks are hired only and that they remain the property of the College. Parents are required to pay for books lost or damaged by students.

The Service Charge is designed to recoup the cost of buying new books for 2018. Generally, texts are replaced every three years to keep up to date with current curriculum. There is no profit to the College in this scheme. College Council is sure you will agree the Text Book Hire Scheme guarantees the minimum cost to parents. The Text Book Hire Scheme is the only alternative to outright purchase of textbooks by parents which would generally exceed \$400 per student per year.

2a. Year 11 & Year 12 Book Hire Bond - \$100.00

A one off Book Hire Bond is required at Year 11 to ensure return of book hire books on completion of Year 12. The Book Hire Bond is refundable on return of all Year 12 Book Hire books.

3. Combination Lock (\$16.00)

To ensure the security of student lockers all students on entry to the College are required to purchase a combination lock from the College at a cost of \$16.00. This lock remains the personal property of the student for the duration of their enrolment at Highvale Secondary College. Students who lose combination locks will be expected to pay the full replacement cost.

4. Student Identification (ID) Card (\$12.00)

Each student requires an ID card to access the Library borrowing systems and Compass to pay College charges and as proof of identity. The College supplies these cards to all students annually.

5. Excursions (cost varies)

Students are expected to attend those excursions which are integral to the curriculum and parents are provided with information about the respective charges.

6. Materials Charges (vary with course chosen)

Parents are expected to pay for (or provide) materials/services for programs where the student consumes or takes possession of the finished article, a program or service is provided by outside specialists (e.g. visiting artists/speakers) and /or where there is a difference between the basic materials services/costs and higher cost alternatives.

Year 7 students complete studies in the Arts and Technology areas all with consumables. As set out on the payment advice \$87.00 is payable with the other College charges and services.

Years 8 – 12 some courses have charges for consumables. Please refer to the 2017 Course Information Booklets for materials charges. These charges are payable at the commencement of the year.

7. Focus Group (cost varies with each year level) Year 7: \$39, Year 8: \$38, Year 9: \$40, Year 10: \$63, Year 11: \$43, Year 12: \$48.

Focus Group provides the students with opportunities to:

- practice study skills
- learn about career options and develop a career action plan
- participate in safety programs eg cyber bullying
- participate in enhancement activities based on classroom learning outcomes

8. December Program (\$62.00)

In December, Year 7-9 students participate in year level activities based around a theme which includes excursions, guest speakers and both school and community activities. This program is heavily subsidised by the College to ensure that all students can participate.

9. Languages (\$10.00)

All Year 7 and 8 students participate in extra curriculum programs to enhance their learning in languages.

OPTIONAL ITEMS

1. Year 2018

2. College Year Book (\$30.00)

Each year our College students and staff produce a College Year Book which is made available to families at the end of the year/beginning of the following year. Parents are expected to pay for the College Year Book if they wish their child to receive it, as only the required number is printed.

2. Student photographs *

Early in term one each year students are photographed individually and in their various groups. These photographs are provided to parents at a cost dependent upon the number and size of photographs.

3. Year level camps*

Highvale provides opportunities for students to participate in a number of tour, and adventure camps. These include but are not limited to: Year 7 Camp Rumbug Adventure transition camp. Year 8 Tasmania tour, Year 9 Sydney tour, Year 10 and 11 Central Australia Tour (every second year), Year 12 Study camp, China tour (every second year), Fiji Asia Pacific community support project and VCE German student exchanges.

4. Instrumental Music and instrumental music hire*

Students may elect to learn to play a musical instrument. Group lessons are \$414 per year. They may also elect to hire one through the school although we recommend that they purchase one.

5. Student competitions*

Students may elect to participate in subject association competitions such as the Science Talent Search or the History challenge, University of NSW mathematics.

6. Debutante Ball*

Year 11 students and parents/friends are able to participate in a Debutante Ball in September each year.

7. VCE formal*

A formal is held in term 2 for students in years 11 and 12.

8. Year 12 Graduation Evening*

Year 12 students and their parents are invited to attend a graduation evening to celebrate the student's graduation from Highvale Secondary College.

****Parents will be advised of the cost for these Optional items at the start of the 2018 academic year.***

VOLUNTARY FINANCIAL CONTRIBUTIONS

1. College Building Fund* (\$81.00)**

College Buildings have been substantially improved over the years by parent-funded contributions. Recent improvements include:

- .
- Gym floor annual sealing and maintenance
- External maintenance and painting
- Building of new locker bays
- Signage around the College
- Internal painting
- Refurbishment of facilities. 2018 donations will contribute to future master plan projects to be completed in 2019

2. Library Fund* (\$55.00)**

These funds are used to source Library operations including purchase of books, Library resources and Library IT equipment and furniture.

3. Grounds Maintenance and Improvement (\$52.00)

The funds received are all directed to ground improvements and ongoing costs of mowing and gardening.

4. Technology Levy (\$76.00)

The College commits a very large proportion of its budget to establishing and maintaining a computer network with computers in all teaching areas. This has provided students with excellent facilities with Internet access; educational and specialised design software available to all areas of the school. The College now has a computer student ratio of better than 1:1. We believe we can continue to keep our computer facilities up to date, providing all parents commit themselves to making this contribution.

This also included access to Compass School Manager functionalities. (A communication portal for students/parents/teachers).


Items marked with an asterisk (*) have been approved by the Australian Tax Office as being eligible for a tax deduction. On payment of the contribution, parents will be issued with a receipt certifying that payment as an income tax deduction.**

PAYMENT ARRANGEMENTS AND METHODS

1.	Compass Pay – use our School Management Portal for online payment in full by 8/12/16 or half by 8/12/17 with balance due 16/3/18. Logon to Compass homepage then click on Course/Confirmation Payment listed on right underneath My News, to process payment using the following: User name: Password:
----	--

2.	Cash
----	------

3.	Cheque (made payable to Highvale Secondary College)
----	---

4.	BPay – in full by 8/12/17 <input type="checkbox"/> or half by 8/12/17 with balance due 16/3/18 <input type="checkbox"/>		Bill Code: 87361 Reference No:
----	---	---	---

5. Credit Card:	Please debit my credit card now for the full amount	\$ _____	
Mastercard <input type="checkbox"/>	Visa <input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Exp: ___/___ CCV no: ___
Cardholder's Name: _____	Cardholder's Signature: _____		

NB: Options 2,3,4 – if paying by these methods, you must return this form with your payment or scan and email to highvale.sc@edumail.vic.gov.au to indicate charges being paid.

FAMILY SUPPORT OPTIONS

Highvale Secondary College provides a book hire system, second hand uniform sales, State Schools Relief and Camps, Sports and Excursion fund to support families.

CONSIDERATION OF HARDSHIP

Parents and or guardians who are experiencing hardship are encouraged to contact the Business Manager who is the Parent Payment Contact for Highvale Secondary College. Hardship arrangements will be considered for families who are experiencing chronic long term financial hardship or short term crises on a case-by-case basis. School staff members that have reason to believe that a student's family may be experiencing hardship should bring this to the attention of the parent payment contact person, student support services officers and/or the principal.

For parents willing to contribute but limited in their ability to, the parent payment contact person(s) will use their discretion and act within the mandate of the policy and guiding principles to negotiate appropriate forms of payment assistance.

Where possible, schools may offer to reduce the quantum or alter the timelines of requested parent payments. This can include, but is not limited to:

- Waiving fees
- Reduced fees
- Deferred payment or the extension of payment deadlines
- Flexible payment plans – beyond what is available in the school's standard policy
- Loan-to-own strategies, such as for devices and other hardware.

COMMUNICATION WITH FAMILIES

The Parent Payment Policy will be available on the school's website and in hard copy form available from the general office. All new families will also receive a hard copy of this policy with their enrolment package.

Parents and families are encouraged to contact the business manager on 98035144 to raise any issues or enquiries about charges.

MONITORING AND REVIEW OF THE IMPLEMENTATION OF THIS POLICY

Highvale Secondary College will monitor the effectiveness and impact of the implementation of this policy annually as part of its annual budget processes and report back to the school community.

Date of approval by School Council

Proposed review date

August 2018.