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## YEAR 7 PARENT PAYMENT ARRANGEMENTS 2025

Dear Parent/Carer/Guardian,

Highvale Secondary College is looking forward to another great year of teaching and learning and would like to advise you of Highvale's voluntary financial contributions for 2025.

Schools provide students with free instruction to fulfil the standard curriculum requirements, and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of 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, this has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to offer a wide range of subjects and specialised curriculum experiences, including enhanced digital learning opportunities assisted by online learning resource programs and platforms available to our students.

Parent support has also assisted with the general maintenance and improvement of our college facilities. This has contributed to the:

- installation of air conditioning throughout every classroom
- construction of the college theatre
- provision of shade structures around the school
- installation of college fencing
- installation of an acoustically engineered music pod for our instrumental music
- a fully equipped weights and fitness centre
- the uplift of the VCE study centre
- the enhancement to our college gardens and outdoor spaces for student use
- we have also engaged contractors to upgrade two of our tennis courts to a fully synthetic surface in early 2025, allowing multi-sport use for our students.

The financial contributions we have received this year is significantly lower than in previous years. This is likely to have an impact longer term to the college's financial viability in turn impacting what resources we can offer our students.

Therefore, we encourage our wonderful college community to continue to provide positive financial support for the college through parent contributions and fundraising efforts.

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

Please find the charges schedule for Year 7 attached. Please complete this form and return to the College or alternatively log on to Compass to set up your payment arrangements.

Highvale Secondary College makes every effort to keep the cost of items and activities affordable for all families.

Yours sincerely,

Evan Miller  
Principal

Aswin Bindu  
School Council President

Student Name: \_\_\_\_\_

Student ID Code: \_\_\_\_\_

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Suggested Amount	Amount Paid
<p><b>Student Materials &amp; Resources</b></p> <ul style="list-style-type: none"> <li>• General classroom materials &amp; equipment</li> <li>• Subject specific materials &amp; equipment</li> <li>• Provision &amp; upkeep of school devices, peripherals and ICT</li> <li>• Student printing &amp; photocopying</li> <li>• Curriculum activities</li> <li>• Digital and online subscriptions for learning</li> <li>• Learning &amp; assessment resources</li> </ul>	\$211	
<p><b>Focus Group – Year 7</b> Focus Group provides the students with the opportunities to:</p> <ul style="list-style-type: none"> <li>• Practice study skills.</li> <li>• Learn about career options and develop a career action plan.</li> <li>• Participate in safety and personal development programs.</li> <li>• Participate in enhanced activities based on classroom learning outcomes.</li> </ul> <p>All students attend weekly focus group activity sessions for one period a week as part of the College Curriculum.</p>	\$28	
<p><b>Student ID Card</b></p> <ul style="list-style-type: none"> <li>• Each student requires a Photo ID Card to access the Library Borrowing Systems, Compass Kiosk and as proof of identity. The college supplies these cards to all students annually.</li> </ul>	\$11	
<p><b>Student Diary</b></p> <ul style="list-style-type: none"> <li>• Purposely designed &amp; printed for HSC students including school information in relation to College Rule and Policies, Uniform Dress Code and School Procedures, and is an organisational tool for students.</li> </ul>	\$20	
<p><b>Year 7 Technology Block</b> This amount covers Year 7 Technology subjects which use consumable materials.</p> <ul style="list-style-type: none"> <li>• Food Technology – food ingredients, utensils, cutting mats etc.</li> <li>• Visual Art – A3 plastic pockets, assorted paper, cartridge and newsprint, printed paper, balsawood, pencils, fine liners, charcoal etc.</li> <li>• Multi Materials - pinewood timber, sandpaper, adhesive, putty, paint etc.</li> <li>• Textiles – calico and thread, materials to make either a pencil case or bag, materials for pin cushion and felt mouse project</li> </ul>	\$150	
<b>Total Curriculum Contributions</b>	<b>\$ 420</b>	

**Educational items for students:**

Below are the items that the school asks you to purchase externally for your child to individually own and use.

1. General Stationary – students will be asked to purchase their own. Listing will be posted on Compass.
2. English novels, Languages workbook and Music books. Listing will be posted on Compass.

Other Contributions - for non-curriculum items and activities	Suggested Amount	Suggested Amount
<p>Highvale Secondary College continues to welcome your contributions to support our school. You can make a general voluntary contribution that goes towards all our school's important priorities for 2025, as well as contributions towards additional activities and services provided for all students. Alternatively, you can make a contribution to any of the specific priorities outlined below.</p>		
<p><b>Sport</b> Includes a contribution towards our School Sport Victoria Association Fee and Division Athletics Student Affiliation Fees so we can continue to provide these programs to students</p>	\$15	
<p><b>Communication Tools</b> Includes a contribution towards student and parent communication tools including the schools Compass subscription</p>	\$60	
<p><b>Enhanced Student Support</b> Includes a contribution towards learning support programs, mentoring, coaching, peer support and homework clubs</p>	\$10	
<p><b>Enhanced Wellbeing Support</b> Includes a contribution towards wellbeing programs, school counsellors and mental health practitioners. This has enabled us to employ two school psychologists to support our students in addition to our Department funded Mental Health Practitioner</p>	\$30	
<p><b>Student Locker</b> Includes a contribution towards the hire, continued maintenance and upkeep of the student locker facilities</p>	\$20	
<p><b>Grounds</b> Ensures that our grounds are kept to a high standard of amenity and safety</p>	\$60	
<p><b>Use and Upkeep of Specialised Facilities</b> Includes a contribution towards the maintenance and upkeep of our school gym, weights and fitness centre and tennis court facilities</p>	\$10	
<p><b>Student Services</b> Includes first aid support, hygiene costs, welfare support</p>	\$35	
<p><b>Total Other Contributions (Non-tax deductible)</b></p>	\$240	

<b>Tax deductible contributions:</b>	<b>Suggested Amount</b>	<b>Suggested Amount</b>
<p><b>College Building Fund.</b>  <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</i>  <i>The college buildings have been substantially improved over the years through generous parent contributions. Recent improvements funded by this voluntary contribution, have contributed to the annual gym floor sealing and maintenance, refurbishment of buildings, internal and external painting.</i></p>	\$ 150	
<p><b>College Library Fund</b>  <i>A tax-deductible contribution used to source library operations including the purchase of books, resources and specialised IT library services.</i></p>	\$ 150	
<b>Total Other Contributions (Tax-deductible)</b>	\$300	

<b>Extra-Curricular Items</b>	<b>Suggested Amount</b>	<b>Amount Paid</b>
<p><b>Combination Lock</b>  <i>To ensure the security of student lockers all students on entry to the College are required to purchase a combination lock from the College. This enables the College to keep track of student codes if misplaced etc. This lock remains the personal property of the student for the duration of their enrolment at Highvale Secondary College.</i></p>	\$18	
<b>Total Extra-Curricular Item</b>	\$ 18	

**TOTAL AMOUNT:**

<b>Category</b>	<b>Suggested Amount</b>	<b>Amount Paid</b>
Curriculum Contributions	\$ 420	
Other Contributions	(Non-tax deductible) \$ 240	
	(Tax-deductible) \$ 300	
Extra-Curricular Items and Activities	\$ 18	
<b>Total</b>	<b>\$ 978</b>	

**PAYMENT METHODS:**

**To support our planning for 2025, it would be appreciated if you could please make your contribution by 5<sup>th</sup> December 2024.**

Please either log onto Compass to set up your online payment details or alternatively complete this form and return to the school.

<b>PAYMENT METHODS</b>		<b>Total Payment Amount: \$</b>	
1	Compass Pay	Use our School Management Portal for online payment via Payment centre listed on the top right above "my news". (Do not return this remittance if payment is made via Compass)	
2	Cash	Cash can be received by staff at the school office	
3	Cheque	Made payable to <b>Highvale Secondary College</b>	
4	BPAY	Please use <b>BPAY Code 87361</b> with your family reference number	
5	Credit Card	<input type="checkbox"/> Please debit my credit card now for the full amount <input type="checkbox"/> Please debit my credit card for half the full amount now and half on 3/3/2025	<b>Amount : \$</b> <b>Amount : \$</b> <b>Amount : \$</b>
Credit Card Number:		Expiry Date:	CCV:
Cardholder Name:		Contact No.:	
Cardholder Signature:		Date:	
Options 2, 3, 4, 5 – If paying by these methods, you must return this form with your payment or scan and email to <a href="mailto:highvale.sc@education.vic.gov.au">highvale.sc@education.vic.gov.au</a> to indicate allocation of charges being paid.			

**Financial Support for Families**

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

- The Camps, Sports and Excursions Fund
- Access to State Schools Relief Committee support for clothing/uniforms (SSR)
- School Saving Bonus

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact:

The Business Manager Ph: 03 9803 5144 | Email: [highvale.sc@education.vic.gov.au](mailto:highvale.sc@education.vic.gov.au)

**Refunds**

Highvale Secondary College refund arrangements

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, the Department's Parent Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information. For refund enquiries please email the College at [highvale.sc@education.vic.gov.au](mailto:highvale.sc@education.vic.gov.au)

# 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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- 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

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

#### Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

#### Extra-Curricular Items and Activities

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.