

13<sup>th</sup> November 2023

Dear Parent/Guardian,

Bayswater Secondary College is looking forward to another great year of teaching and learning and would like to advise you of Bayswater Secondary College's voluntary financial contributions for 2024. Schools provide students with free instruction to fulfil the standard Victorian curriculum 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, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

The environment and resources that we enjoy today represent the contributions made by our parent/carer community over many years. Parent/carers' voluntary contributions make a significant difference to the quality of our programs. This financial support ensures that we can continue to provide the excellent range of facilities and resources for your children. Your support in 2024 will allow us to:

- Provide high quality programs and specific subject materials and equipment for English, Mathematics, Science, Performing arts, Art and Technology, Languages, Physical education, and Health.
- Maintain and develop the school grounds.
- Ensure the upkeep of our computer devices to enhance learning opportunities.
- Maintain sufficient class sets of books for students to develop their reading skills.
- Provide hands on maths equipment i.e. measuring materials for teaching purposes
- Facilitate Literacy and Mathematics online digital subscriptions.
- Deliver a range of sporting equipment and access to our new upgraded gym facilities.
- Offer effective first aid for all students.

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

Please note, Camps and Excursions will be communicated to parents separately via Compass. For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Yours sincerely,



Elizabeth Swan  
Principal



Ben Graham-Nellor  
College 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

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.

Curriculum Contributions <b>Year 11, 12 &amp; VCE VM</b> - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><i>Year 11, 12 &amp; VCE VM classroom consumables, materials &amp; equipment</i></p> <p><i>Year 11, 12 &amp; VCE VM Student ID Card</i></p> <p><i>Printing and photocopying of worksheet and learning materials.</i></p> <p><i>ICT maintenance and software upgrades including Compass subscription and Internet Connection</i></p> <p><b><i>Year 11 &amp; 12 Subject costs will be listed separately on compass under Payments Centre</i></b></p>	
<b>Total Amount – Curriculum Contributions</b>	<b>\$50.00</b>
Other Contributions - for non-curriculum items and activities	Amount
<i>Student wellbeing programs – guest speakers / team building (\$20)</i>	\$
<i>School grounds maintenance and improvements (\$20)</i>	\$
<p><i>First Aid contribution (\$15)</i></p> <p><i>A contribution to assist in the operation of the school's first-aid bay and program which is staffed by a fully qualified first aid staff so that immediate attention to illness or injury is always available to students. A suggested contribution of \$15.00 per family would be appreciated.</i></p>	\$
<i>Equipment maintenance – Gymnasium equipment maintenance and maintenance of lockers (\$15)</i>	
<b>Total Amount – Other Contributions</b>	<b>\$</b>

### Extra-Curricular Items and Activities

Bayswater 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 in order to deliver the Curriculum. These are provided on a user-pays basis. **Details of these items and activities will be provided to students and families throughout the year.**

If you would like your child to participate in our music program, please indicate on the table below and return this to the school by 29/01/2024.

Extra-Curricular Items and Activities	Amount
<i>Optional Year Instrumental music lessons (Please complete Enrolment form and we will inform you if your child is accepted into the program)</i>	\$ 50
<b>Total Extra-curricular Items and Activities</b>	<b>\$</b>

### Financial Support for Families

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

- the Camps, Sports and Excursions Funding.
- State Schools Relief support available (via the College Wellbeing Team).
- Local community supports (the college wellbeing team can provide further information)

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact the general office.

Ph: 03 8720 7555 | Email: [bayswater.sc@education.vic.gov.au](mailto:bayswater.sc@education.vic.gov.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, the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.*

### BAYSWATER SECONDARY COLLEGE PARENT PAYMENT Year 11, 12 & VCE VM 2024

STUDENT'S NAME: \_\_\_\_\_ Year Level 2024 \_\_\_\_\_

Category	Amount
Curriculum Contributions	\$
Other Contributions	\$
Extra-Curricular Items and Activities	\$
<b>TOTAL</b>	<b>\$</b>

PLEASE INDICATE (Circle selection):    Cash    Cheque    Credit Card    Compass Immediate    Instalment Plan

**Please return this completed form with your payment or if paying on Compass please forward the form indicating that payment has been made.**

Credit card payments can be accepted over the phone if you would prefer this option.

**Please complete the following information if you are using a credit card.**

NAME ON CREDIT CARD \_\_\_\_\_

CREDIT CARD NO \_\_\_\_\_

AMOUNT PAID \_\_\_\_\_      EXPIRY DATE \_\_\_\_ / \_\_\_\_      CVV \_\_\_\_\_

CARDHOLDER SIGNATURE \_\_\_\_\_

**PAYMENT BY INSTALMENT – using credit card details above.**

If you would like to use your credit card to pay by instalments, please contact the General Office on 8720 7555 and we can set this up for you.

#### OFFICE USE ONLY

Total Amount Owing \_\_\_\_\_      First Contribution Date: \_\_\_\_\_

Repeat Method:

Bill amount on each repeat

Split evenly over contributions.

Repeat every:

Mon     Tue     Wed     Thu     Fri

Sat     Sun

Repeat every: \_\_\_\_\_ Weeks until date: \_\_\_\_\_