

October 2022

Dear parent/guardian,

Mill Park Secondary College is looking forward to another great year of teaching and learning and would like to advise you of the College's voluntary financial contributions for 2023.

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.

Within our school this support has allowed us to provide a wider offering of subjects and special curriculum experiences; enhanced digital learning opportunities and the upgrade of facilities.

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

Yours sincerely,



Tim Natoli
College Principal



Kathy Filev
School Council President

Financial Support for Families

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

- Camps, Sports and Excursions Fund (CSEF) - available to eligible parents
- State Schools Relief support is available for uniforms, footwear, calculators, and textbooks via Student Welfare staff.
- The College encourages and promotes the selling of second-hand books, uniforms, equipment etc. Their websites are:
 - www.sustainableschoolshop.com.au
 - www.campion.com.au
- Further local community support may be available. Student Welfare staff can provide information on these avenues
- Payment Plan - a progressive financial payment plan can be arranged via Qkr.

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

Ms Julie Wolfe, Business Manager
 Ph: 03 9407 9700
 Email: julie.wolfe@education.vic.gov.au

Total

Category	
Curriculum Contributions	\$
Other Contributions	\$
Extra-Curricular Items and Activities	\$

Payment methods

- Qkr (*schools preferred method of payment*)
- Credit Card facilities
- BPay
- Cash or EFTPOS
- Centrepay – *deduction from Centrelink payments*



Refunds

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 by the school, the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.

PARENT PAYMENTS POLICY

Categorisation of parent payment requests – Secondary Schools

The information below is to be used as a reference guide for schools when deciding upon which category a parent payment item should be listed on the [Parent Payment Letter Template](#). The list covers a wide range of potential items and activities that should only be listed by schools when they have a demonstrated need related to their school goals. Further information regarding how schools can request parent payments can be found at www.education.vic.gov.au/pal/parent-payment/policy.

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.

- **General classroom materials and equipment** (e.g. shared classroom stationery, paper, posters/charts)
- **Subject specific materials and equipment** (e.g. materials for English, Mathematics, Language, Science, Art, Music, Technology, Food Technology, Health and Physical Education)
- **Provision and upkeep of school devices, peripherals and ICT** (e.g. devices owned by the school, class sets, device configuration, maintenance, and server/system costs)
- **Photocopying and printing for students** (e.g. printed workbooks in lieu of textbooks)
- **Curriculum activities** (e.g. excursions, incursions, camps, whole-school carnivals - including transport and entry)
- **Digital and online subscriptions for learning**
- **Assessments** (e.g. standardised tests, revision packages, external examinations)
- **Student ID cards**
- **Student planners**

Other Contributions

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

- **Sports affiliation costs** (e.g. School Sports Victoria affiliation)
- **Student and parent communication tools**
- **Enhanced student support** (e.g. learning support programs, mentoring, coaching, tutoring, homework clubs, language conversation clubs)
- **Enhanced wellbeing support** (e.g. wellbeing programs, school counsellors, mental health practitioners)
- **Lockers/locker maintenance**
- **Engaging staff through local payroll** (e.g. groundskeepers, coaches, additional wellbeing and learning support staff)
- **School buildings and grounds maintenance and enhancement** (e.g. Building Fund)
- **Library maintenance and enhancement** (e.g. Library Fund)
- **Use and upkeep of specialised facilities on campuses** (e.g. gym equipment, recording studio)
- **First aid and hygiene costs**

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.

- **Optional items to keep** (e.g. yearbook, school photos, recording of school concert)
- **Optional Extra-Curricular Activities - school based** (e.g. camps, excursions, incursions, guest speakers, sport carnivals and events)
- **Optional Extra-Curricular Activities - outside of school hours** (e.g. formal, dance, social, graduation, award ceremonies)
- **Use of specialised school facilities after hours** (e.g. use of gym facilities)
- **Optional items within subjects** (e.g. students wanting to use mahogany wood and silver for Technology in lieu of the school's standard timber and metal)
- **Optional experiences within subjects** (e.g. Outdoor Education camp, science excursion)
- **Alternative curriculum programs** (e.g. Montessori, Steiner, Language Immersion, International Baccalaureate Diploma)
- **Private instrumental music lessons and instrument hire**
- **Entry into academic competitions**

- Schools may also invite parents to supply or purchase educational items to use and own. These items are sold by third party providers and can include **booklist items, textbooks, stationery, digital devices and peripherals, calculators, locks and fitted personal safety equipment**. If a student does not provide or purchase their own educational items, the school must ensure the student has free access to what is needed at school to access the school's delivery of the Curriculum