October 2023

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 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.  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*

**Tim Natoli**
**College Principal**

# PARENT PAYMENTS - YEAR 9 – 2024

| Curriculum Contributions<br>*Items and activities that students use, or participate in, to access the Curriculum* | Amount |
|---|---|
| Year 9 Student ID Card | $ 10.00 |
| Year 9 Diary | $ 15.00 |
| Year 9 Electives<br>Elective subject consumables, classroom materials and activities | $ 100.00 |
| Online subscriptions & support – (Compass/Citrix) | $ 40.00 |
| Year 9 Printing and photocopying of worksheets, learning materials and handbooks | $ 50.00 |
| City School Program – entry to activities | $ 95.00 |
| **Other Contributions** - for non-curriculum items and activities | **Amount** |
| School Sports Victoria membership | $ 10.00 |
| Student Wellbeing Programs & First Aid | $ 30.00 |
| Optional - Locker Hire & Maintenance | $ 10.00 |
| School Grounds - maintenance and improvements  ☐ $10  ☐ $20  ☐ $50  ☐ $_____ | $ |
| Library Resources - to assist the College in purchasing important student library resources<br>☐ $10  ☐ $20  ☐ $50  ☐ $_____ | $ |
| **TOTAL AMOUNT** | $ |

## Educational items for students to own
Attached is a list of items that the school recommends you purchase from Campion Books for your child to individually own and use.

## Extra-Curricular Items and Activities
Mill Park 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.

| Extra-Curricular Items and Activities | Amount | Purchase<br>(Please tick) |
|---|---|---|
| Optional - Padlock - heavy duty, MPSC logo | $ 25.00 | |
| Optional - Portfolio - to retain school records, certificates & achievements | $ 22.00 | |
| Optional - Instrumental Music lessons ($115.00 per semester) | $ 230.00 | |
| Other optional Year 9 - Excursions and Incursions to be scheduled | $ TBA | |
| **Total Extra-curricular Items and Activities** | | $ |

**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:
  o www.sustainableschoolshop.com.au
  o 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 Compass.

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**
- Compass (*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

## 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 | Other Contributions | Extra-Curricular Items and Activities |
|---|---|---|
| Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum. | Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives. | 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.