



## Mallacoota P-12 College

### PARENT PAYMENT ARRANGEMENTS

**Years 10 - 12 2024**

Dear Parent/Guardian,

Mallacoota P-12 College is looking forward to the 2024 school year 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 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 continue to offer the best possible education and support for our students.

The total Voluntary Curriculum Contribution for Year 10-12 students in 2024 is **\$250** per student. Details of what makes up these contributions are below.

#### CURRICULUM CONTRIBUTION ITEMS 2024

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Year 10 - 12 classroom consumables, materials &amp; equipment</i> <ul style="list-style-type: none"><li>• Student Diary</li><li>• Stationery pack for each student</li><li>• Class sets of textbooks</li><li>• Specialist Subject (VM) materials</li></ul> <i>Students may need to purchase individual textbooks/materials for specific subjects and will be advised of this on subject selection</i>	\$195.00
<i>Year 10 - 12 Subscriptions which include:</i> <ul style="list-style-type: none"><li>• Online study / text supports</li><li>• Bibliotech</li></ul>	\$30.00
<i>Year 10 - 12 Whole school local curriculum events</i> <ul style="list-style-type: none"><li>• Local class minor excursions – Can include transport to and from local events, Mallacoota to Genoa</li></ul>	\$25.00
<b>Total Amount</b>	<b>\$250.00</b>

#### Payment Methods

Payment can be made at the school office by cash or cheque or directly in the College account:

**BSB: 083 001**

**Account No: 715478083**

**Account Name: Mallacoota P-12 College Council Official Account**

Please include your students surname in the reference so that we can reconcile it (i.e Reference: 'Smith2024')

**Please note: we do not have EFTPOS or credit facilities at the College Office**

Reminder - our school bank account has changed. Please ensure you use the NAB account. We no longer bank with Bendigo Bank

## 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.

### Educational items for students to own

Our school purchases all stationery and student supplies in bulk and distributes them to the classrooms in preparation for the school year. We are able to fund this thanks to the Curriculum Contributions made by parents.

### Extra-Curricular Items & Activities

Payments for Extra-Curricular activities will be requested on an opt-in or user pays basis in 2024. If you have credit on your account, this will be used to make payment. If you do not, we will send an invoice home.

### Financial Help for Families

Mallacoota P-12 College understands that some families may experience financial difficulty and offers a range of support options, including:

- Camps, Sports and Excursions Fund
- Drought Assistance or Bushfire Support credits held on your family account
- State School's Relief (SSR)
- School Breakfast Program

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact our Business Manager, Rebecca or one of our Principal class staff.

Ph: 03 5158 0254 | Email: [Rebecca.Cashmore@education.vic.gov.au](mailto:Rebecca.Cashmore@education.vic.gov.au)

### Refunds

Mallacoota P-12 College will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment. An alternative option of retaining the payment on the family account for other charges may also be offered to parents.

### Summary

- This initial invitation for curriculum contributions is sent out a minimum of 6 weeks prior to the commencement of the school year and requests will be sent out no more than once per term.
- All students have access to the standard curriculum
- Any record of payment or contributions by parents and guardians will be kept confidential and a receipt provided, on request.

**We thank you for all your support and assure you that all financial contributions make a huge difference to our school and the programs we can offer. In 2023 41% of our families made a voluntary contribution. Within our school this support has allowed us to expand our offerings in the STEAM program, provide new lockers and secure phone lockers and continue support in the primary classrooms, as some examples.**

Yours sincerely,



*Susi Allen*  
Principal

*Dani Morris*  
School Council President