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Dear Families,

### **2022 VCAL Parent Payment Arrangements**

Kurunjang 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 schedule for 2022.

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 offer a wide range of subjects, special curriculum experiences and enhanced learning opportunities.

Please find below Kurunjang Secondary College's voluntary financial contributions schedule for 2022, which includes an overview of what your contributions will contribute towards.

Families are asked to please review the recommended voluntary financial for your child/ren. The College has a wide range of payment options and plans available to make voluntary financial contributions which are also included for your information, please contact the College if you require further assistance.

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

Yours sincerely,

John Mitsinikos  
Principal

Craig Matthews  
College Council President

<b>Curriculum Contributions</b>	<b>Amount</b>
<i>Items and activities that students use, or participate in, to access the Curriculum</i>	
<b>Student Organisation Pack</b> <ul style="list-style-type: none"> <li>▪ Student ID Card</li> <li>▪ Student Planner</li> </ul>	\$20
<b>Classroom Consumables</b> <ul style="list-style-type: none"> <li>▪ Printed workbooks, classroom materials and ingredients, class sets, additional printed material to enhance curriculum delivery, incursions, guest speakers, project materials</li> </ul>	\$50
<b>Events &amp; Activities</b> <i>Payable with CSEF for eligible recipients</i> <ul style="list-style-type: none"> <li>▪ Swimming Carnival</li> <li>▪ Athletics Carnival</li> <li>▪ Lunchtime &amp; End of Year Activities Programs</li> <li>▪ Celebration &amp; Recognition Events</li> </ul>	\$60

<b>Extra-Curricular Items and Activities</b>	<b>Amount</b>
<i>Kurunjang 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.</i>	
<b>College Magazine</b> <ul style="list-style-type: none"> <li>▪ Produced annually highlighting the years events, a memento for students secondary schooling</li> </ul>	\$20
<b>Instrumental Music Lessons</b> <ul style="list-style-type: none"> <li>▪ Instrumental music students will receive a weekly lesson with their Instrument Teacher in a small group, lessons occur on a rotating withdrawal from class basis. Instruments offered are Flute, Clarinet, Saxophone, Trumpet, Trombone, Violin, Voice and Drum Kit.</li> </ul>	\$140
<b>Interschool Sport Program</b> <ul style="list-style-type: none"> <li>▪ Students can participate in optional interschool sport teams throughout the year, students will be provided details on dates and how to sign up as events are announced. Sporting teams can include cricket, rugby volleyball, football, netball soccer, basketball, cross country, swimming, athletics. Cost is indicative per event and ranges dependent on location.</li> </ul>	\$10
<b>Replacement Equipment Pack Items</b> <ul style="list-style-type: none"> <li>▪ The equipment pack is provided to students in Year 7, replacement items can be purchased as required from the General Office <ul style="list-style-type: none"> <li>➢ Blue Apron for Woodwork and Art</li> <li>➢ White Apron for Cooking</li> <li>➢ Safety Glasses</li> <li>➢ Locker Combination Padlock</li> </ul> </li> </ul>	\$7 \$7 \$2 \$20

## Financial Support for Families

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

### **Camps, Sport and Excursion Fund (CSEF)**

Parents and guardians, who hold a valid means-tested concession card or are a temporary foster parent, may be eligible for CSEF. This allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child/ren.

Schools are required to use the Camps, Sports and Excursions Fund (CSEF) payment for expenses relating to Camps, Sport and/or Excursions for the benefit of the eligible student.

Some common examples of school-organised programs for which the CSEF payment may be used include:

- School camps/trips
- Swimming and other school-organised sporting programs.
- Outdoor education programs.
- Excursions/incursions

The CSEF payment cannot be used towards voluntary school charges, books, stationery, school uniforms, music lessons or other optional items.

#### Students changing schools

If the student transfers to another Victorian school, the default position is that the value of any unspent portion of the CSEF should follow to the student's new school, so that the student has access to the full value of the payment. However, if the unspent portion is of a minimal amount, the schools may agree that the funds are not transferred as long as the new school commits to provide the student with assistance to the value of the unspent amount.

#### Students leaving the school system

If the student leaves the Victorian school system, the CSEF payment will remain with the school and may be used towards the expenses for other family siblings, or school-incurred costs associated with operating camps, sports or excursion activities for students.

#### Remaining funds

Any remaining portion of the CSEF not expended by the end of the school year may be carried forward by the school towards the following year's camps, sports and excursions expenses for the eligible child.

### **State Schools Relief (SSR)**

State Schools' Relief is a not-for-profit organisation that works closely with all government schools across Victoria. Each year State Schools' Relief provides assistance to families experiencing financial disadvantage with school uniforms and footwear.

### **Consideration of Hardship**

The College appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist eligible parents, please contact the College Business Manager to discuss.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact the College's Business Manager on 03 9743 9211 or email [kurunjang.sc@education.vic.gov.au](mailto:kurunjang.sc@education.vic.gov.au)

## **PAYMENT METHODS**

When making payment to the College for any transaction, the following payment options will be available

- Cash or EFTPOS at the General Office.
- BPay - codes can be provided on request from the General Office
- Centrepay - a free and voluntary service to pay bills and expenses as regular deductions from your Centrelink payments. Please contact the General Office for more information.
- Booklist – voluntary financial contributions are listed on the College's booklist and payment can be made by ticking these items on your child's booklist
- Compass Pay Online, through the Parent Portal (available from February 2022)

Families are encouraged to set up a regular voluntary financial contribution i.e. fortnightly, to assist in budgeting over the course of the school year in smaller more manageable amounts. Please contact the General Office for more information.

## **REFUNDS**

Kurunjang Secondary College Council has approved a Parent Refund Policy. The full Policy is available on the College website or printed copies are available on request from the General Office.

### Guidelines

- All refund requests must be made in writing within 14 days of the event or student exit from the College
- A request for a refund does not automatically equate to a full refund of monies paid
- 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
- When required, payment of refunds will be made via direct deposit into a nominated bank account. No cash refunds will be given
- The policy will ensure that the provision of optional services (i.e. camps, instrumental music) do not incur direct costs to the school

### Implementation

#### Curriculum Contributions

- Where payment has been received for voluntary curriculum contributions and the student is exiting the school, a pro-rata refund dependent on the number of terms the student has been enrolled at the school for may be applicable. For example, a student departing at any point in Term 2 having paid the whole year's fees in advance, may be refunded for Terms 3 & 4.

- Students changing subjects may be eligible for a refund for voluntary curriculum contributions if changing between subject units within the first week of the semester. Any changes outside of this timeframe are at the Principal's discretion.
- No refund is available for voluntary material kits/material charges where the costs have been incurred for the project or the student has taken ownership of the materials/project, i.e. woodwork, food studies.

#### Extra-Curricular Items & Activities

- Students withdrawing from camps, excursions and extra-curriculum activities will not automatically be entitled to a refund.
- A refund (less any non-refundable deposit) may be payable to the parent/guardian if the Principal deems the withdrawal from the activity is due to unavoidable circumstances i.e. illness. Proof may be required e.g. medical certificate.
- Where the college is charged for the provision of a program or service as a bulk cost and not per head cost, no refund/credit is able to be given.
- Where there is a combination of a bulk charge and a 'per head' charge for an excursion, incursion or activity, only the 'per head' component may be refunded upon request.

# 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	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.