



# Highvale

Highvale Secondary College, Capital Avenue, Glen Waverley Vic 3150

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## YEAR 7 PARENT PAYMENT ARRANGEMENTS 2024

Dear parent/guardian,

Highvale Secondary College is looking forward to another great year of teaching and learning and would like to advise you of Highvale'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 offer the best possible education and support for our students. We want to thank you for all your support, 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 wider range of subjects and specialised curriculum experiences, including enhanced digital learning opportunities assisted by online learning resource programs and platforms available to our students.

Parent support has also assisted with the general maintenance and improvement of College facilities. This has included construction of our college theatre, provision of a shade structure and seating to basketball courts, various shade sails around the school, college fencing and a music pod, as well as enhancement to our college gardens and outdoor spaces for student use.

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

Please find the charges schedule for Year 7 attached. Please complete this form and return to the College or alternatively log on to Compass to set up your payment arrangements.

Highvale Secondary College makes every effort to keep the cost of items and activities affordable for all families.

Yours sincerely,

Evan Miller  
Principal

Aswin Bindu  
College Council President

Student Name: \_\_\_\_\_

Student ID Code: \_\_\_\_\_

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Suggested Amount	Amount Paid
<p><b>Student Materials &amp; Resources</b></p> <ul style="list-style-type: none"> <li>• Online Resources for Learning &amp; Assessments</li> <li>• Student Printing &amp; Photocopying</li> <li>• Student Diary (purposely designed &amp; printed for HVSC students including school information in relation to College Rule and Policies, Uniform Dress Code and School Procedures)</li> <li>• Health &amp; PE Activities</li> <li>• Science Classroom Supplies</li> <li>• Upkeep of School ICT Devices used in Classrooms</li> </ul>	\$230	
<p><b>Student ID Card</b></p> <ul style="list-style-type: none"> <li>• Each student requires a Photo ID Card to access the Library Borrowing Systems, Compass Kiosk and as proof of identity. The college supplies these cards to all students annually.</li> </ul>	\$11	
<p><b>Combination Lock</b></p> <ul style="list-style-type: none"> <li>• To ensure the security of student lockers all students on entry to the College are required to purchase a combination lock from the College. This enables the College to keep track of student codes if misplaced etc. This lock remains the personal property of the student for the duration of their enrolment at Highvale Secondary College.</li> </ul>	\$18	
<p><b>Focus Group – Year 7</b></p> <p>Focus Group provides the students with the opportunities to:</p> <ul style="list-style-type: none"> <li>• Practice study skills.</li> <li>• Learn about career options and develop a career action plan.</li> <li>• Participate in safety programs.</li> <li>• Participate in enhanced activities based on classroom learning outcomes.</li> </ul> <p>All students attend weekly focus group activity sessions for one period a week as part of the College Curriculum.</p>	\$52	
<p><b>Year 7 Technology Block</b></p> <p>This amount covers Year 7 Technology subjects which use consumable materials.</p> <ul style="list-style-type: none"> <li>• Food Technology – food ingredients, utensils, cutting mats etc.</li> <li>• Visual Art – A3 plastic pockets, assorted paper, cartridge and newsprint, printed paper, balsawood, pencils, fine liners, charcoal etc.</li> <li>• Multi Materials - pinewood timber, sandpaper, adhesive, putty, paint etc.</li> <li>• Textiles – calico and thread, materials to make either a pencil case or bag, materials for pin cushion and felt mouse project</li> </ul>	\$100	
<b>Total Curriculum Contributions</b>	<b>\$ 411</b>	

Other Contributions - for non-curriculum items and activities	Suggested Amount	Amount Paid
<p>Highvale Secondary College continues to welcome your contributions to support our school. You can make a general voluntary contribution that goes towards all our school's important priorities for 2024, as well as contributions towards additional activities and services provided for all students. Alternatively, you can make a contribution to any of the specific priorities outlined below.</p>		
<p><b>Student Services</b> <i>Includes first aid support, hygiene costs, welfare support</i></p>	\$36	
<p><b>Sport</b> <i>Includes a contribution towards our Swimming Carnival, Athletics Carnival, School Sport Vic Association and Division Athletics Student Affiliations so we can continue to provide these programs to students</i></p>	\$34	
<p><b>Communication Tools</b> <i>Includes a contribution towards the schools Compass subscription</i></p>	\$50	
<p><b>Student Locker</b> <i>Includes a contribution towards the hire, continued maintenance and upkeep of the student locker facilities</i></p>	\$20	
<p><b>Grounds</b> <i>Ensures that our grounds are kept to a high standard of amenity and safety</i></p>	\$56	
<p><b>Total Other Contributions (Non-tax deductible)</b></p>	\$196	

Tax deductible contributions:		
<p><b>College Building Fund.</b> <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</i> <i>The college buildings have been substantially improved over the years through generous parent contributions. Recent improvements funded by this voluntary contribution, have contributed to the annual gym floor sealing and maintenance, refurbishment of buildings, internal and external painting.</i></p>	Suggested Amount: \$ 100	
<p><b>College Library Fund</b> <i>A tax-deductible contribution used to source library operations including the purchase of books, resources and specialised IT library services.</i></p>	Suggested Amount: \$ 70	
<p><b>Total Other Contributions (Tax-deductible)</b></p>	Suggested Amount: \$170	

### Educational items for students:

Below are the items that the school asks you to purchase externally for your child to individually own and use.

1. General Stationary – students will be asked to purchase their own. Listing will be posted on Compass.
2. English novels, LOTE workbook and Music books. Listing will be posted on Compass.

Extra-Curricular Items	Suggested Amount	Amount Paid
<i>College Magazine</i> Each year our College students and staff produce a College Year Book which is made available to families at the end of the year/beginning of the following year	\$ 27	
<b>Total Extra-Curricular Item</b>	<b>\$ 27</b>	

**TOTAL AMOUNT:**

Category	Suggested Amount	Amount Paid
Curriculum Contributions	\$ 411	
Other Contributions <i>(Non-tax deductible)</i>	\$ 196	
<i>(Tax-deductible)</i>	\$ 170	
Extra-Curricular Items and Activities	\$ 27	
<b>Total</b>	<b>\$ 804</b>	

**PAYMENT METHODS:**

**To support our planning for 2024, it would be appreciated if you could please make your contribution by 6<sup>th</sup> December 2023.**

Please either log onto Compass to set up your online payment details or alternatively complete this form and return to the school.

<b>PAYMENT METHODS</b>		<b>Total Payment Amount: \$</b>	
1	Compass Pay	Use our School Management Portal for online payment via Payment centre listed on the top right above "my news". (Do not return this remittance if payment is made via Compass)	
2	Cash	Cash can be received by staff at the school office	
3	Cheque	Made payable to <b>Highvale Secondary College</b>	
4	BPAY	Please use <b>BPAY Code 87361</b> with your family reference number	
5	Credit Card	<input type="checkbox"/> Please debit my credit card now for the full amount <input type="checkbox"/> Please debit my credit card for half the full amount now and half on 15/3/24	<b>Amount : \$</b> <b>Amount : \$</b> <b>Amount : \$</b>
Credit Card Number:		Expiry Date:	CCV:
Cardholder Name:		Contact No.:	
Cardholder Signature:		Date:	
Options 2, 3, 4, 5 – If paying by these methods, you must return this form with your payment or scan and email to <a href="mailto:admin@highvalesc.vic.edu.au">admin@highvalesc.vic.edu.au</a> to indicate allocation of charges being paid.			

### **Financial Support for Families**

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

- The Camps, Sports and Excursions Fund
- *Access to State Schools Relief Committee support for clothing/uniforms (SSR)*

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

*The Business Manager* Ph: 03 9803 5144 | Email: [admin@highvalesc.vic.edu.au](mailto:admin@highvalesc.vic.edu.au)

### **Refunds**

*Highvale Secondary College refund arrangements*

*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 Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information. For refund enquiries please email the College at [admin@highvalesc.vic.edu.au](mailto:admin@highvalesc.vic.edu.au)*

# 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.