



# Highvale

Highvale Secondary College  
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Website: [www.highvalesc.vic.edu.au](http://www.highvalesc.vic.edu.au)

## YEAR 7 PARENT PAYMENT ARRANGEMENTS 2021

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 parent payment arrangements for 2021.

Please find the fee schedule for *Year 7* attached. So that the school can prepare accordingly, please either 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 to a minimum and affordable for all parents.

### 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 which provides payments for eligible students to attend, camps, sport and excursions.
- Access to State Schools' Relief Committee support for clothing/uniforms

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

Ph: 03 9803 5144      Email: [highvale.sc@education.vic.gov.au](mailto:highvale.sc@education.vic.gov.au)

### Payment Methods

Payments can be made to the College via the following options

Online via Compass, BPAY, Credit Card, Cheque or Cash.

### Refunds

For refund enquiries please email the College at [admin@highvalesc.vic.edu.au](mailto:admin@highvalesc.vic.edu.au)

For further information on the Department's Parent Payment Policy please see a one page overview attached. For full details of the policy please click [here](#).

Yours sincerely

Ian Watkins

Principal

Terry Chung

College Council President

## FEE SCHEDULE – YEAR 7

Please find the itemised list of Essential Student Learning Items and Optional Items for your child. So that the school can prepare accordingly, please complete this form and return to the school by 7<sup>th</sup> December 2020 or alternatively log onto compass to set up your online payment details.

### Essential Student Learning Items

Below is a list of items and activities which are essential for your child to learn the standard curriculum.

Essential Student Learning Items Year 7	Cost	Amount Paid
A) Essential learning items, online resources and activities provided by the College		
<b>Student Materials &amp; Resources</b>	\$133	
<b>Student ID Card</b>	\$12	
<b>Combination Lock</b>	\$16	
<b>Focus Group Year 7</b>	\$65	
<b>December Program</b>	\$121	
B) You may choose to purchase the materials items below and pay Book Hire through the school or provide your own. Please indicate which items you would like to pay through the school on the table below.		
<b>Year 7 Technology Block</b>	\$76	
<b>Book Hire</b>	\$200	
TOTAL	\$623	

Please [click here](#) for itemisation and cost breakdown of the above items

Other Essential Learning Activities 2021 not included in the above.

- Year 7 Camp 2021 – COVID 19 Restriction Determined of which parents/guardian will be advised.
- Curriculum Based Excursion of which parents will be advised of details and costing on Compass Events

### Optional Items

Highvale Secondary College offers a range of optional items and activities that are additional to the delivery of the standard curriculum. These items and activities are designed to broaden the school experience for your child. Please [Click Here](#) to view other optional items available at Highvale SC.

Optional Item	Cost	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	\$26	

### Voluntary Contributions

Highvale Secondary College continues to welcome your voluntary contributions to support our school. You can make a general voluntary contribution that goes towards all of our school's important priorities for 2021, as well as contributions towards additional activities and services provided for all students. Alternatively, you can make a voluntary contribution to any of the specific priorities outlined in the table below:

Voluntary Contributions	Tax deductible?	Suggested Amount	Amount Paid
<b>Student Services</b> (First aid support, welfare support, tutoring)	No	\$35	
<b>Sport</b> -Swim Carnival, athletics carnival, School Sport Vic and Division Athletics student affiliations, sports bus subsidy on top of amount students are charged.	No	\$32	
<b>IT Support</b> -IT Resources, Compass, Non Det Provided Internet, Student Internet Security and Technology Resources	No	\$95	
<b>Grounds</b> - ensures that our grounds are kept to a high standard of amenity and safety.	No	\$55	
<b>College Building Fund</b> 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 and internal and external painting. School council has established tax-deductible gift recipient status with the Australian Taxation Office for the Building Fund.	Yes	\$87	
<b>College Library Fund</b> The Library fund donation, typically is used to source library operations including the purchase of books, resources and specialised IT Library services. School council has established tax-deductible gift recipient status with the Australian Taxation Office for the Library Fund.	Yes	\$58	
	<i>Subtotal</i>	<i>\$362</i>	

Your child will not be disadvantaged if you do not make a voluntary contribution. All records of voluntary contributions are kept confidential as well as your decision about whether to make a contribution or not.

**Parent Payment Charges Summary**

Essential Student Learning Items Amount: \$ \_\_\_\_\_

Optional Items Amount: \$ \_\_\_\_\_

Voluntary financial contribution Amount: \$ \_\_\_\_\_

**Total Amount Paid: \$ \_\_\_\_\_**

**PAYMENT METHODS Total Amount of Payment \$**

- Compass Pay – use our School Management Portal for online payment in full by 7/12/20 or half by 7/12/20 with balance due 12/3/21 Logon to Compass homepage then click on Course Confirmation/School Payments listed on right below 'My News'. (Do not return this remittance if payment is made via Compass)
- Cash
- Cheque (made payable to Highvale Secondary College)
- BPay – in full by 7/12/20  or half by 7/12/20 with balance due 12/3/21

**5. Credit Card :**  Please debit my credit card now for the full amount. **Total \$.....**  
 Please debit my credit card for half of the full amount now and half on 12/3/21.

Credit Card Number	Expiry Date	CCV
Cardholder Name	Signature	
Contact Number		

**NB: Options 2,3,4,5 – if paying by these methods, you must return this form with your payment or scan and email to [admin@highvalesc.vic.edu.au](mailto:admin@highvalesc.vic.edu.au) to indicate charges being paid.**

# DET PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW

The following is a summary of the main principles of the Parent Payments Policy:



### FREE INSTRUCTION

- Schools provide students with free instruction to fulfil the standard curriculum requirements as outlined in the Victorian Curriculum F-10, VCE and VCAL.



### PARENT PAYMENT REQUESTS

- Schools do not ask parents to pay for school operating costs (e.g. utility costs) or general and unspecified charges.
- Schools request payments from parents under three categories:

#### Essential Student Learning Items

- Items and activities which the school deems essential for student learning.
- Parents may choose to purchase essential items through the school or provide their own.

#### Optional Items

- Items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum.
- These are provided to students on a user-pays basis.

#### Voluntary Contributions

- Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose.
- Students will not be disadvantaged in any way if parents do not make a contribution.



### 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 obtain school council approval for their parent payment arrangements and upload their arrangements on their school's public website for transparency.

