

1st November 2023

Dear Parents and Guardians,

As we embark on another exciting academic year, we want to extend a warm welcome to all our students, both new and returning, at Melton Secondary College.

At MSC, we believe that education is a partnership between the school, parents/carers, and students. Together, we strive to create an environment that fosters academic excellence, personal growth, and the development of responsible and compassionate young individuals. We would like to advise you of our voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard Victorian curriculum, we want to assure you that 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 value your contributions in supporting the school's programs and resources.

Parent contribution funds are allocated to programs and resources, such as; additional science materials and practical classes, new sporting equipment for our Health and Physical Education classes and purchasing ICT items for students to access throughout the year to support their learning.

As we continue to strengthen our educational programs and extracurricular offerings, we appreciate the generous support of our parents and community members.

We are excited about the upcoming school year and look forward to working closely with you to provide the best possible education for your child. Together, we can help them achieve their goals and aspirations.


For further information on the Department's Parent Payments Policy please see a one-page overview attached. If you have any questions or concerns, please do not hesitate to reach out to our administrative office. We are here to support you and your child in every way possible.

Thank you for entrusting us with the education and well-being of your student. Let's make this academic year a memorable and successful one.

Yours sincerely,



Kathryn Sobey
Principal



Justin Rees
School Council President

| Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum | Amount |
|--|-----------------|
| VCE/VM Student ID Card | \$10.00 |
| VCE/VM Planner | \$10.00 |
| VCE/VM classroom consumables, materials & equipment. Participating students only. <ul style="list-style-type: none"> • Art Making & Exhibiting – materials and resources • Food Studies –materials and resources • Applied Computing – materials and resources • Media – materials and resources | \$60.00 |
| VCE/VM online subscriptions <ul style="list-style-type: none"> • Various applications and subscriptions as per subject requirements | \$25.00 |
| VCE/VM printing and photocopying of worksheets, learning materials, practice exams and head start booklets | \$40.00 |
| VCE/VM whole school events <ul style="list-style-type: none"> • Athletics carnival - entry and transport | \$10.00 |
| Other Contributions - for non-curriculum items and activities | Amount |
| Student wellbeing programs | \$10.00 |
| First aid equipment | \$10.00 |
| School grounds maintenance and improvements | \$20.00 |
| COMPASS – Parent and Student information tool | \$30.00 |
| Locker Maintenance | \$30.00 |
| Total Amount | \$255.00 |

Educational items for students to own

Please refer to the booklist which lists items that the school recommends you purchase from Champion for your child to individually own and use.

Extra-Curricular Items and Activities

Melton 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.

If you would like to purchase an item or activity for your child, please indicate on the table below and return this to the school by 5th February 2024.

| Extra-Curricular Items and Activities | Amount | Purchase (Please tick) |
|--|---------------|---------------------------|
| Printing Credit | \$20.00 | |
| Optional VCE private music lessons – per semester | \$100.00 | |
| Optional hire of instruments such as brass and woodwind | \$50.00 | |
| Optional VCE Interschool Sports program to be scheduled. CSEF may be accessed. | To be advised | |
| Optional VCE Outdoor Education Camps and Excursions – CSEF may be accessed | To be advised | |
| Total Extra-curricular Items and Activities | | \$ |

Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- State Schools Relief (SSR)
- Sustainable School Shop which supports financially disadvantaged families with second hand uniform and books. Please refer to their website www.sustainableschoolshop.com.au

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

Naomi Hill

Ph: 03 9743 3322 | Email: melton.sc@education.vic.gov.au

Total

| Category | |
|---------------------------------------|----|
| Curriculum Contributions | \$ |
| Other Contributions | \$ |
| Extra-Curricular Items and Activities | \$ |

Payment methods

- Cash or EFTPOS at the General Office payment to be made before Friday 15th December 2023 or from Monday 29th January 2024.
- COMPASS payments.
- Centrepay – a free and voluntary service to make regular payments from your Centrelink payments. Please contact our office for details.
- Credit card payments over phone. Please call our office on 9743 3322.

Refunds

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. The policy is available on the school website.

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

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.