MELTON SECONDARY COLLEGE

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5th November 2025

Dear Parents and Carers,

Melton Secondary College is looking forward to another successful year of learning, connection and community. As we begin planning for the 2026 academic year, we would like to advise you of Melton Secondary College's voluntary contributions for 2026. Voluntary contributions play a vital role in supporting and enriching the educational experiences we offer at MSC.

Voluntary contributions from families allow us to go above and beyond the basics, ensuring students have access to a broader range of resources, programs, and learning opportunities.

In 2025, your voluntary contributions directly supported areas such as:

- **Library resources** – including the purchase of new fiction and non-fiction books, digital subscriptions, and study materials to encourage independent reading and research
- **The Enrichment Program** – offering students a wide variety of experiences outside the standard curriculum, such as leadership workshops, craft clubs, sporting sessions and many other fun and inviting extracurricular clubs
- **School Musical –** 2025 saw the running of The Wizard of Oz Musical in Term 3. The contributions help fund costumes, set design, lighting, and production costs, allowing students to participate in and enjoy a professional-quality performance experience
- **Specialist classroom resources** – including consumables and equipment for Science, Technology, Art, and Music
- **Student wellbeing initiatives** – supporting programs that promote mental health, inclusion, and social development

The College appreciates the generous support of our community and are committed to growing our programs, facilities and supports for students. Looking ahead at 2026, we would like to see an upgrade to Courtyard 2, offering students an inviting space to enjoy breaks, along with expanding our Enrichment program and introducing new community celebrations, such as Book Week and extending our Diversity Week programs.

We understand that financial circumstances differ between families, and we want to assure you that contributions are entirely voluntary. For more information on the Department's Parent Payments Policy, please refer to the attached one-page overview. If you have any questions or concerns, please feel free to contact our administrative office. We are here to support both you and your child in every way possible.

Thank you for trusting us with your child's education and wellbeing. Let's work together to make this academic year a memorable and successful one.

Warm regards,

Melanie Russell
Acting Principal

Justin Rees
School Council President

| **Curriculum Contributions** - items and activities that students use, or participate in, to access the Curriculum | **Amount** |
|---|---|
| Year 9 Student ID Card | $10.00 |
| Year 9 Planner | $10.00 |
| Year 9 classroom consumables, materials & equipment for Elective subjects<br>• The Arts – materials<br>• Food Tech –materials<br>• STEM - chemicals<br>• Health and Physical Education -materials and equipment | $40.00 |
| Year 9 online subscriptions<br>• Showbie, Essential Assessment and other various applications as per subject requirements | $20.00 |
| Year 9 ICT Devices – provision of devices for our IPAD 1:1 program<br>Please refer to booklist for contribution details to support the program and to develop students digital literacy skills | As per booklist or separate Compass post |
| Year 9 printing and photocopying of Core Subjects worksheets and learning materials | $30.00 |
| Year 9 whole school events<br>• Athletics carnival - entry and transport | $10.00 |
| **Total Amount** | **$120.00** |

| **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 communication tool | $30.00 |
| Locker maintenance | $30.00 |
| **Total Amount** | **$100.00** |

**Educational items for students to own**

Please refer to the booklist which lists items that the school recommends you purchase from *Box of Books* 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 6th February 2026.

| Extra-Curricular Items and Activities | Amount | Purchase (Please tick) |
|---|---|---|
| Printing Credit | $20.00 | |
| Optional Year 9 private music lessons – per semester | $100.00 | |
| Optional hire of instruments such as brass and woodwind | $50.00 | |
| Optional Year 9 Interschool Sports program to be scheduled. CSEF may be accessed. | To be advised | |
| Optional Year 9 Outdoor Education Camps and Excursions – CSEF may be accessed | To be advised | |
| **Total Extra-curricular Items and Activities** | | **$** |

**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 the office on:

**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 12th December 2025 or from Tuesday 27th January 2026.
- COMPASS payments.
- 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 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 | 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.