

Dear Parent/Guardian,

The Grange P-12 College is looking forward to another great year of teaching and learning and would like to advise you of The Grange P-12 College's voluntary financial contributions 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 your ongoing support as this allows our school to offer a wide range of programs and curriculum experiences to enhance your child's learning.

This year we have invited Lilydale Books to assist families in purchasing stationery items to own and use (see booklist attached). Items can be purchased from Lilydale Books online or booklists can be pre-ordered by returning the completed booklist to the school office before 12 December. For your convenience we have also invited Lilydale to attend our school on the following date so families can purchase and collect items on the day. For families wanting to attend in person, please come to the Deloraine Campus (Secondary) as follows:

**BOOKSALE DAY**

**DATE: Thursday 20 January 2022**

**TIMES: 9:00am – 12:30pm**

**1:30pm – 5:00pm**

**Lilydale Books onsite between 10am – 4pm**

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

Yours sincerely



David Smillie  
College Principal



Marcel Mahfoud  
School Council President

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<b>Student ID Card</b>	\$15
<b>Year 9 classroom consumables, materials &amp; equipment</b> <ul style="list-style-type: none"> <li>- Mathematics – Math equipment</li> <li>- English – Novel class sets</li> <li>- Art – paint, canvas, coloured paper, clay</li> <li>- Food Tech –flour, butter, fruit, vegetables, meat, rice, pasta</li> <li>- Science – chemicals, STEM equipment</li> <li>- Health and Physical Education - equipment</li> </ul>	\$30
<b>Year 9 Printing and Photocopying of worksheets &amp; learning materials</b> <ul style="list-style-type: none"> <li>- Literacy/Numeracy/Humanities/PE Workbooks</li> </ul>	\$20
<b>Total Amount</b>	<b>\$65</b>

<b>Educational items for students to own</b>
<b>Stationery Requirements</b> Please see the attached list of items that the school recommends you purchase from Lilydale Books for your child to individually own and use.
<b>Netbook/Device</b> The Grange P-12 College would like to invite families to participate in our Year 7 – 12 BYOD Program. Families can purchase a device to own and use. In an attempt to keep costs low for our families, we have partnered with LWT ( <a href="https://lwt.com.au/">https://lwt.com.au/</a> ) and recommend the devices on the attached flyer which can be supported by our ICT Department. Families are welcome to source their own device from another supplier, however, if you purchase a device outside of our recommendations, ICT may not be able to support this device. If you require clarification please don't hesitate to call our ICT Team directly on 9974 5300 and choose Option 4.
<b>Science – Laboratory Coat</b> The Grange P-12 College recommends you purchase a Science Laboratory Coat from Rushfords Uniform Shop as per the Uniform requirements list attached <b>(this item is subsidised by the College in an attempt to keep costs low for families)</b>

<b>Other Contributions</b> – Voluntary contributions for non-curriculum items and activities	<b>Amount</b>
<b>Locker / Padlock Provision</b>	\$15
<b>Total Amount</b>	<b>\$15</b>

## YEAR 9

### Extra-Curricular Items and Activities

Grange P-12 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.

<b>Extra-Curricular Items and Activities</b> <i>Families will be invoiced for Incursions / Excursions when they are approved to proceed</i> <i>*** Families in receipt of CSEF (Camps, Sports and Excursion Funding) can pay for these items with these funds</i>		<b>Amount</b>	<b>Purchase (Please tick)</b>
Humanities excursion/ incursion		\$TBC	
Science excursion/ incursion		\$TBC	
Health & PE excursion/ incursion		\$TBC	
Wellbeing excursion/ incursion		\$TBC	
Maths excursion/ incursion		\$TBC	
<b>Total Extra-curricular Items and Activities Amount</b>			<b>\$TBC</b>

### Financial Support for Families

We understand that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund
- State School Relief Fund
- Families experiencing financial hardship can gain assistance from our Wellbeing Team[insert the school's financial support options for families].

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

Heather Seddon

Ph: 03 9748 9166 | Email: [the.grange.p12@educaiton.vic.gov.au](mailto:the.grange.p12@educaiton.vic.gov.au)

### Payment methods

- Parents can choose to make multiple contributions to the school throughout the year
- Individual Payments for Extra Curricular items can be made now to either campus front office between 8.30am and 3.30pm Monday - Friday
- Credit card and EFTPOS facilities are available at both campuses.
- BPAY payments are accepted(account reference numbers are on all family statements)
- CentrePay Payment Plans for Extra Curricular Items can be set up (parents who receive Centrelink can set up payment plans please speak to College Business Manager)
- Payment Plans for Extra Curricular Items are available- (by arrangement with College Business Manager)

### 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.

# 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.