

October 2023

Dear parent/guardian,

Keysborough Secondary College is looking forward to another great year of teaching and learning and would like to advise you of Keysborough Secondary College's voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, to continue delivering a high-quality education for our students, the support of families is essential. We are committed to providing an exceptional program that equips students with the knowledge and skills to be successful in life, and caters for their academic, social and wellbeing needs.

The funds provided by the government fall short of what is required to deliver the enhanced educational program and the student services that our community expects therefore your financial support is welcomed. We offer a wide range of resources and initiatives outside the standard curriculum, and these rely on financial support contributions from our families.

Within our school this support has allowed us to provide the following:

- Deliver a broad range of curricular and extra-curricular programs that rigorously prepare students for all post-school pathways.
- Extensive technology and multimedia infrastructure to enhance student learning opportunities and facilitate extra-curricular activities and events.
- Additional curriculum support materials for classroom use – e.g., STEM and sport equipment.
- Educational sessions to support the pastoral care program including resources to support students' mental health and cultural diversity and safety within the community.
- Additional testing and diagnostic tools to identify student needs.
- A specialised I.T. support team that manages a faster and more reliable wireless network.
- Upgraded outdoor facilities and grounds, including shade sails and outdoor seating.
- Additional in-house student wellbeing counsellors, psychologists, and career advisors.

We are grateful for the generous support of our families. The school council can assure you that all contributions are calculated 'at cost' (do not generate a profit). The commitment from parents to contribute, benefits students and results in improved achievement outcomes, wellbeing, and engagement in learning. Therefore, parent contribution is highly valued by school communities.

Please find below Keysborough Secondary College's voluntary financial contributions schedule for 2024, which includes an overview of what you are contributing towards.

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

Yours sincerely,

**JOHN BASTON**  
College Principal

**LEE-ANNE THEODOROU**  
School Council President

ACACIA CAMPUS  
ISAAC ROAD, KEYSBOROUGH  
T 03 9798 1877 F 03 9798 5196

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## 2024 PARENT PAYMENT SCHEDULE – YEAR 7

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<b>CURRICULUM CONTRIBUTIONS</b> <ul style="list-style-type: none"> <li>• Subject consumables, classroom materials, activities, and equipment</li> <li>• Printing and photocopying of worksheets and learning materials</li> <li>• Whole school events (athletics and swimming carnivals)</li> <li>• Software and equipment needed to sustain and enhance our ICT program</li> <li>• Online subscriptions               <ul style="list-style-type: none"> <li>○ Mathspace, Education Perfect, Blookey, Career Tools</li> </ul> </li> <li>• Student ID Card</li> </ul>	\$260.00
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
<b>OTHER CONTRIBUTIONS</b> <ul style="list-style-type: none"> <li>• Student wellbeing programs</li> <li>• First aid materials and equipment</li> <li>• School grounds maintenance and improvements</li> <li>• Compass for student and parents' communication</li> <li>• Locker Hire and maintenance</li> <li>• Chaplaincy</li> </ul>	\$55.00
<b>Total Amount</b>	<b>\$315.00</b>

<b>Extra-Curricular Items and Activities</b>	<b>Amount</b>	<b>Purchase (Please tick)</b>
Combination Padlock for locker (compulsory payment)	\$20	
School Bus – Per Term	\$150	
Year 7 School Camp	TBA	
Other optional excursions-incursions to be scheduled in 2024	TBA	
<b>Total Extra-curricular Items and Activities</b>		<b>\$</b>

### Total

<b>Category</b>	
Curriculum Contributions	\$260.00
Other Contributions	\$55.00
Extra-Curricular Items and Activities	\$

### Educational items for students to own

Attached is a list of items that the school recommends you purchase for your child to individually own and use.

**Campion – Booklist - Text books and supplies** – can be ordered online. See booklist for more information.  
**iPads – CompNow** (refer to the Junior School iPad Program 2024 form for information and purchase link).

### **Extra-Curricular Items and Activities – provided on a user-pay basis**

Keysborough SC offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum. Other Extra-Curricular activities information will be provided throughout 2024.

### **Financial Support for Families**

Keysborough SC understands that some families may experience financial difficulty and offers a range of support options, including:

- Various alternative payment options are available.
- Access to Camps, Sports, and Excursions Fund (CSEF) to assist eligible families to cover the costs of school excursion, camps, and sporting activities.
- Access to State Schools Relief support via the Student Wellbeing Coordinator to assist with clothing/uniforms.
- Welfare and support agencies that have established partnership arrangements with schools to provide further assistance to students and their families.

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

#### **Acacia Campus – 9798 1877**

Di Cousins - Finance Manager  
Sunita Devi – Business Manager  
Chantelle Johnson – Student Wellbeing Coordinator

#### **Banksia Campus – 9546 4144**

Bernie Stares/Kath Clements – Finance Manager  
Sunita Devi – Business Manager  
Jodie Beddoe – Student Wellbeing Coordinator

### **Payment methods**

Parent contributions towards the requested payments is essential to maintain the quality of education that we provide at Keysborough Secondary College. Payment can be made by the following method:

1. Via Compass.
2. In person at the campus office by cash, EFT, Credit Card, or Cheque
3. By phone – ring your Campus office and speak with the Finance Manager to pay with Credit Card
4. By bank transfer. Please ensure your **child's name or Student ID No.** is in the reference of the payment and brief description of what is being paid

Account details are as follows:

**Bank – CBA**

**Branch No. 063 595**

**Account No. 10507187**

### **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.

- Curriculum and Non-Curriculum contributions may not be refunded including exiting students as the contributions are voluntary.

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# 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.