

October 2022

Dear Parent/Guardian,

Collingwood College is looking forward to another great year of teaching and learning and would like to advise you of Collingwood College's voluntary financial contributions for 2023.

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 all of your support, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school, this support has allowed us to upgrade teaching and learning facilities in specific learning areas, for example, our general classrooms, media laboratories, camps program, and music department. Our subject offerings have been expanded and there is ongoing support for the work of the homework center including information technology aid for all students.

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

Yours sincerely,



**Sam Luck**  
Principal



**Geoff Rundell**  
School Council President

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
Year 7-8 classroom consumables, materials and equipment <ul style="list-style-type: none"> <li>• Materials design and technology/Art- paper, canvas, material, modelling materials, wool, paint, timber, ICT resources</li> <li>• Food Tech- flour, butter, fruit, vegetables, meat, rice, pasta, spices etc</li> <li>• Science- chemicals</li> <li>• Maths /English/Language- materials and resources</li> <li>• Health and Physical Education- equipment, balls, athletics equipment, table tennis etc</li> </ul>	\$ 195.00
ICT devices – provision of shared devices from year level sets, device configuration, and maintenance	
Printing and photocopying of worksheets and learning materials	
Student ID card	\$ 15.00
Whole school events <ul style="list-style-type: none"> <li>• Athletics Carnival</li> <li>• Swimming Carnival</li> </ul>	\$ 9.00
<b>Total Amount</b>	<b>\$ 219.00</b>
<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
School Sports Victoria membership	\$ 156.00
Student wellbeing programs- Cyber safety, wellbeing support staff	
Compass- Student/Parent communication tool	
Enhanced student support- Homework centre, tutoring, language support	
First aid equipment	
School grounds maintenance and improvements	
Locker and padlock provision	
<b>Total Amount</b>	<b>\$ 156.00</b>

### Educational items for students to own

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

### P.E Attire

Students are encouraged to wear the College's approved P.E attire. This consists of a t-shirt, shorts, long pants, and long-sleeved tops. These can be purchased through the school. Please complete the suggested P.E attire order form if you would like to purchase.

### Extra-Curricular Items and Activities

Collingwood 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 it on the table below and return this to the school.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
Optional incursions / Student wellbeing	TBA	
Other optional camps and excursions to be scheduled	TBA	
Instrumental music stings individual	\$1,371.00	
Instrumental music strings group	\$ 981.00	
Instrumental music non-strings individual	\$1,371.00	
Instrumental music non-strings groups	\$ 786.00	
Interschool sports program	TBA	
School sport attire	TBA	
Total Extra-curricular Items and Activities		\$

### Instrumental Music Program

Collingwood College offers comprehensive instrumental music lessons that enable students to build skills and techniques on an instrument and to learn new and challenging repertoires. Students also participate in ensembles throughout the year that perform at various functions and special events. Please refer to the Instrumental Music Program enrolment form for further information.

### Financial Support for Families

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

- The Camps, Sports and Excursions Fund (CSEF)
- Payment plans tailored to individual needs
- State School Relief Fund (assistance with clothing/stationery items)
- Support from wellbeing team to access assistance from outside services
- Concessions available for families with three or more children at the school

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Claire Gibson, Business Manger – 03 9417 6681 – [claire.gibson@education.vic.gov.au](mailto:claire.gibson@education.vic.gov.au)

### Payment Methods

Several payment methods are available including BPay, Compass, in person or by phone. Payment plans for extra-curricular items and activities can be established with accounts receivable (Kristina) at the school. Further details of payment methods and options are attached.

<b>Option A</b>	BPay – This number is located on the bottom of your family statement. If you cannot locate this number, please contact the office. Please email the school at <a href="mailto:Collingwood.co@education.vic.gov.au">Collingwood.co@education.vic.gov.au</a> at the same time of payment to let us know what you are paying for.
<b>Option B</b>	Compass- This form of payment is done through the Compass portal
<b>Option C</b>	In-person or by phone- Cash, cheque, credit card
<b>Option D</b>	Direct Deposit- Funds may be credited to our school bank account. It is essential that you include your code (same as your compass ID) or Student Name and a brief description of what the payment is for e.g., "BAR0002 Voluntary Contributions," or "WAR0774 Year 5 Camp." <b>Commonwealth Bank Australia (CBA)</b> <b>BSB 063123 Account Number 10052458</b>

Total	Amount
Curriculum contributions	\$ 219.00
Other contributions	\$ 156.00
Extra-curricular items and activities	\$
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$ 50.00
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$ 50.00
<b>Scholarship Assistance Fund.</b> Voluntary donations will be accepted and used to support students and families with items of clothing, travel cards, school extra -curricular activities, stationery, and booklist items	\$
<b>Total Parent Payment Contribution</b>	<b>\$</b>

# 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.