



## MONTMORENCY SECONDARY COLLEGE

26<sup>th</sup> November, 2021

Dear Parent/Guardian,

Montmorency Secondary College is looking forward to another great year of teaching and learning and would like to advise you of the 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 College can offer the best possible education and support for our students.

Parent contributions ensure that provision for fundamental student support and wellbeing programs, classroom technology and the maintenance and upgrade of our College buildings and grounds, is available for the benefit of all students to enhance their learning, aspirations and wellbeing.

Within our College, this support has allowed us to provide a wider offering of subjects and special curriculum experiences, enhanced digital learning opportunities and faster internet.

More specifically, in 2021, this revenue has allowed us to provide additional eLearning resources to assist student learning during COVID-19 lockdowns and has enabled the College to invest in a new data platform, *Edapt*. This platform brings together our students' academic, engagement, wellbeing, and student voice data, providing an holistic view of our students' achievements and needs and allowing opportunities for early intervention by our teaching staff if required.

We have fully refurbished our complex of 11 portable classrooms, including the conversion to LED lighting, replacing ageing evaporative cooling with refrigerated air conditioners, and fully painting the complex. LED lighting has also been installed in the Resource Centre, Study Centre, Canteen and student toilets.

The Montmorency Secondary College School Council and College Finance Committee work closely with the Principal Team and Business Manager to ensure that parental contributions are kept to a minimum and affordable to families. The Council and Committee closely monitor all revenue received, and ensure it is managed appropriately and used for the purposes for which it is raised, to improve student outcomes and wellbeing.

We want to thank you for all your support, whether that is through fundraising or voluntary contributions. This has made a vast difference to our College and the programs we are able to offer and we look forward to your ongoing support.

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

Yours sincerely,

Fran Ibbott  
Principal

Shane Penrose  
College Council President



Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Year 11 Student ID Card</i>	\$ 10
<i>Year 11 Planner</i>	\$ 13
<i>Year 12 Practice Exam for those students studying a Unit 3 &amp; 4 subject. (Includes Assessors and Invigilators)</i>	\$ 40
<i>Year 11 classroom consumables, materials &amp; equipment</i> <ul style="list-style-type: none"> <li>• <i>Food Studies 1&amp;2 (\$165)</i></li> <li>• <i>Art Units 1&amp;2 (\$130)</i></li> <li>• <i>Product Design &amp; Tech: Wood &amp; Metal Units 1 and 2 (\$75)</i></li> <li>• <i>Media Units 1&amp;2 (\$85)</i></li> <li>• <i>Visual Communication and Design Units 1 and 2 (\$85)</i></li> </ul>	\$
<i>Year 11 printing credit provided to students, and photocopying of worksheets and learning materials provided to students</i>	\$ 25
Other Contributions - for non-curriculum items and activities	Amount
<i>Student and parent communication tools (Xuno and Edval)</i>	\$ 40
<i>School Sports Victoria Affiliation</i>	\$ 15
<i>Student wellbeing support programs</i>	\$ 30
<i>First aid equipment</i>	\$ 25
<i>School grounds maintenance and improvements</i>	\$ 50
Tax deductible contributions	
<b><i>Building fund.</i></b> <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</i>	\$ 60
<b>Total Amount</b>	\$

**Educational items for students to own**

Your child's 2022 North of the Yarra Book List contains a list of items that the school recommends you purchase for your child to individually own and use. These include textbooks and stationery. In addition, you may also be required to purchase some online resources and textbooks from *Edrolo* for your child to use in selected subjects.



**Extra-Curricular Items and Activities**

Montmorency 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.

<b>Extra-Curricular Items and Activities</b>	<b>Amount</b>	<b>Purchase (Please tick)</b>
<i>School magazine/ yearbook (distributed in Feb 2022)</i>	\$ 25	
<i>Optional Camp for Units 1 and 2 Outdoor &amp; Environment Elective *CSEF Funding available to eligible CSEF Students</i>	\$565	
<i>Optional Camp for Units 3 and 4 Outdoor &amp; Environment Elective *CSEF Funding available to eligible CSEF Students</i>	\$790	
<i>Optional Year 11 Whole School House Athletics carnival - entry and transport (\$15)</i>	\$ 15	
<i>Optional Year 11 Whole School House Swimming carnival – entry and transport (\$15)</i>	\$ 15	
<i>Optional Year 11 Interschool Sports program</i>	\$ 15	Payable during the school year on Xuno Events
<i>Optional Year 11 private music lessons</i>	TBA	
<i>Other optional Year 11 excursions and incursions - to be scheduled *CSEF Funding available to eligible CSEF Students</i>		Payable during the school year on Xuno Events
<i>Optional Year 11 participation in College Production and Awards Night</i>		Payable During the school year on Xuno Events
<b>Total Extra-curricular Items and Activities</b>		<b>\$</b>



### Financial Support for Families

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

- The Camps, Sports and Excursions Fund (CSEF)
- Access to State Schools Relief
- The College **Student Wellbeing Coordinator** works with families in need.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact the College Business Manager, Lisa Ball, on 9422 1500 or by email at [lisa.ball@education.vic.gov.au](mailto:lisa.ball@education.vic.gov.au)

### Total

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

### Payment Methods

- I Have made payment via Xuno (Preferred Method – This form not required to be returned)
- Please take payment from the following card (Return to General Office)

#### CREDIT CARD INFORMATION

**Credit Card Type:** Visa Mastercard

**Credit Card Number:** \_\_\_\_\_

**Expiry Date:** \_\_\_\_\_/\_\_\_\_\_

**CCV No:** \_\_\_\_\_ (Three digits on the back of credit card).

**Name on Card:** \_\_\_\_\_

**Authorised Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

### Refunds

Parents' requests for refunds are subject to the discretion of the College and made on a case-by-case basis. Refunds will be provided where the College 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 Montmorency Secondary College **Refunds Policy** is available on the College website. For further information on the Department's Parent Payment Policy please see the one-page overview attached.

# 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.