

Portland Secondary College

Creating the Opportunities...

Dear parent/guardian,

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

Schools provide students with free instruction to fulfil the standard curriculum requirements 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 your support, this has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to contribute towards new shade sails and outdoor furniture within our school grounds and many other repairs, upgrades and important teaching & learning resources.

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

Yours sincerely,

JO KINDRED
Principal

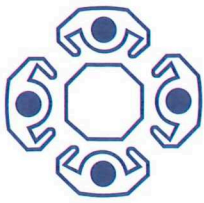
TANIA MATTERS
School Council President

| Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum | Amount |
|--|-----------------|
| <ul style="list-style-type: none">Subject consumables, classroom materials and activities | \$230.00 |
| Total Curriculum Contributions | \$230.00 |

Extra-Curricular Items and Activities – provided on a user-pays basis

Portland Secondary College 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.

These Extra-Curricular Items and activities include camps, excursions and other items such as a school magazine. The events are entered onto Compass and if you would like to purchase an item or activity for your child, please ensure payment is made to the school by the date on the individual event. Payment can be made via the Compass app or directly to the school.



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Financial Support for Families

Portland 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)
- Payment plans for Extra-Curricular Items and Activities

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

Vicki Taylor – Business Manager

Ph: 03 55231344 | Email: vicki.taylor@education.vic.gov.au

| Category | Total |
|--------------------------|-----------------|
| Curriculum Contributions | \$230.00 |
| Total | \$230.00 |

Payment methods

- Compass Pay – quick and convenient payment via the Compass app. If you would like to arrange an individualised payment plan for the Curriculum Contribution contact our office.
- Direct to our office
- Centrepay agreements
- Direct Deposit: Commonwealth Bank Australia BSB 063093 A/C 10002891
- Billpay code available on request.

Please call the General Office on 03 55231344 to discuss payment options available to you.

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 Payments 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 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.