



# Craigieburn Secondary College

RESPECT RESPONSIBILITY and ACHIEVEMENT in our learning COMMUNITY

---

## VCE - Year 12 Parent Contribution Information

Dear Parent/Guardian,

Dear Parent/Guardian,

Craigieburn Secondary College is looking forward to another successful year of teaching and learning with our students and families. We would like to advise you of Craigieburn Secondary College's voluntary financial contributions for 2025.

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 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 offer a wider range of subjects throughout the year levels including many electives with particular materials requirements, as well as our Instrumental Music program being offered at affordable costs and special curriculum experiences such as guest speakers, incursions and performances.

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

Yours sincerely,



Kate Morphy  
Principal



Glenn Lancaster  
School Council President



<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
Year 12 classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>Specialised subject materials to aid in the provision of quality programs</li> </ul>	\$100.00
Year 12 Printing and photocopying of worksheets and learning materials	\$20.00
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
Student wellbeing programs	\$10
First aid equipment	\$10
School grounds maintenance and improvements	\$20 / \$50
<b>Tax deductible contributions</b>	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$20 / \$50 / \$100
<b>Total Amount</b>	<b>\$</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.

### Extra-Curricular Items and Activities

Craigieburn 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 28 February 2025.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
Stationery Pack – This is a Ready to Learn pack to start the students off for the beginning of the year (Cost is subsidised by the school )	\$30.00	
School magazine/ yearbook	\$10.00	
Year 12 ICT Devices – provision and upkeep of devices	\$100.00	
Instrumental music lessons	\$100 / Semester	
Instrument Hire – Woodwind Instruments	\$100 / Semester	
Other optional Year 12 camps, excursions, interschool sports to be scheduled	TBA	
<b>Total Extra-curricular Items and Activities</b>		<b>\$</b>

**Student Name:** \_\_\_\_\_

### Total

#### Category

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

## Financial Support for Families

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

- the Camps, Sports and Excursions Fund (Qualifying students can pay for excursions with this)
- Payment plans are available for extracurricular items and activities that parents wish their child to participate in. (A 25% deposit will be required to initiate a plan)
- State Schools Relief – the school will assist parents with uniform and other items by placing requests for their students. State Schools Relief will issue your student a maximum of 2 x \$85 vouchers per year. (1 per semester)

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

Rebekah Cooper

Ph: 03 9308 1144 | Email: [rebekah.cooper@education.vic.gov.au](mailto:rebekah.cooper@education.vic.gov.au)

## Payment methods

- Cash
- Bpay
- EFTPOS
- CompassPay
- Payment Plans for extracurricular items

## 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.

Non-refundable deposits, if identified, cannot be refunded.

Refunds of \$20 or more, if approved, will be made via bank transfer.

Refunds under \$20 will be placed as credit on your school account.

# 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.

