



## «Current\_Home\_Group»

EMERALD SECONDARY COLLEGE  
425 Belgrave Gembrook Rd Emerald 3782  
Phone: 5968 5388  
Email: emerald.sc@education.vic.gov.au

Dear 2021 Year 12 Parent/Guardian of «First\_Last»

Emerald Secondary College is looking forward to another great year of teaching and learning and would like to advise you of the parent payment arrangements for 2021.

Attached is the fee schedule for Year 12. Please complete this form and return to the school by **01<sup>st</sup> December, 2020** so the school can prepare accordingly.

Emerald Secondary College makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

### **Financial Support for Families**

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

- the Camps, Sports and Excursions Fund

Parents who have a current Health Care/Pension card as at the 27<sup>th</sup> January 2021 or 19<sup>th</sup> April 2021 will qualify for CSEF (Camps, Sports & Excursions Funding) totalling \$225 per year which can be used for camps, sports and excursions for all students from Years 7 – 12. Payments will go directly to the school and be tied to the student account.

The College appreciates that families may sometimes experience financial difficulties in meeting requests for payments. A range of support options are available to assist parents.

This may include:

- BPay and Centrepay (Centrelink) transfers can be arranged
- Payment plans can be arranged by contacting the finance office

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

The General Office on

Ph: 03 5968 5388 | Email: emerald.sc@education.vic.gov.au

### **Payment Methods**

- Payments may be made by cash, cheque, credit card, EFTPOS, Direct Credit, Centrepay (Centrelink) or BPay.
- Please make cheques payable to Emerald Secondary College.
- The College can also accommodate parents who would prefer payment by instalments.
- Payments can also be made directly into the school's bank account:

Commonwealth Bank

BSB: 063 842

Account: 10289733

(Use Student Code or student's surname as a reference)

- State Schools' Relief and local community support agencies also can assist families in times of hardship

## Refunds

Please refer to the school's Refund Policy which is located on the school website.

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

Yours sincerely,



Eleni Stathatos  
College Principal



Heike Reich  
School Council President

Please find the itemised list of Essential Student Learning Items and Optional Items for your child. Emerald Secondary College also continues to welcome your voluntary contributions for 2021.

Please complete this form and return to the school by **01<sup>st</sup> December, 2020** so the school can prepare accordingly.

**Essential Student Learning Items**

Below is a list of items and activities which are essential for your child to learn the standard curriculum. You may choose to purchase these items through the school or provide your own. Please indicate which items you would like to purchase through the school on the table below:

Essential Student Learning Items	Amount
Identity Card	\$ 10.00
<b>TOTAL</b>	<b>\$ 10.00</b>

**Optional Items**

Emerald Secondary College offers a range of optional items and activities that are additional to the delivery of the standard curriculum. These items and activities are designed to broaden the school experience for your child. **If your payment for the optional subjects has not been received by 1<sup>st</sup> December 2020, you will be allocated your next available preference/subject that does not attract charges.**

Optional Items	Amount
School Magazine	\$ 20.00
Instrumental Music Lessons	\$400.00
Instrument Hire	\$ 50.00
<b>VCAL Course</b>	<b>\$100.00</b>
<b>TOTAL</b>	

**Voluntary Contributions**

Emerald Secondary College continues to welcome your voluntary contributions to support our school.

You can make a general voluntary contribution that goes towards all of our school’s important priorities for 2021 as well as providing additional activities and services for all students.

Alternatively, you can make a voluntary contribution to any of the specific priorities outlined in the table below:

<b>Voluntary Contribution</b>	<b>Tax deductible ?</b>	<b>Suggested Voluntary Contribution per family</b>			<b>Amount</b>
General School Levy – The school relies on these funds to support extra school programs, library and faculty resources.	No	\$150	\$200	\$250	
Building Fund - Upgrades to buildings and facilities development including air-conditioning which is not funded by the Department of Education.  School council has established tax-deductible gift recipient status with the Australian Taxation Office for the Building Fund.	Yes	\$100	\$120	\$150	
Wellbeing Program – To help supplement the Wellbeing Program and activities throughout the year.	No	\$50	\$70	\$100	
Working Bee Fund - Working bees are usually held twice a year with parent support. The college understands at times, parents are unable to attend. The requested donation will go towards the enhancement of the school grounds.	No	\$30	\$50	\$60	
IT Levy – Additional support for maintaining and repairing of laptops onsite.	No	\$30	\$50	\$60	
<b>TOTAL</b>					<b>\$</b>

Your child will not be disadvantaged if you do not make a voluntary contribution. All records of voluntary contributions are kept confidential as well as your decision about whether to make a contribution or not.

### Parent Payment Charges

Essential Student Learning Items

Amount \_\_\_\_\_

Optional Items

Amount \_\_\_\_\_

Voluntary financial contribution

Amount \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**EMERALD SECONDARY COLLEGE  
PAYMENT SCHEDULE 2021**

Student Name: «First_Last»	Year Level:
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<b>TOTAL AMOUNT \$.....</b>
<b>MONTHLY INSTALMENTS \$.....per month</b> <b>Start date</b> /    / <ul style="list-style-type: none"> <li>• 3 monthly instalments (December 2020 – February 2021). This method is available for payments by cash, cheque, credit card, EFTPOS, Direct Credit, Centrepay (Centrelink) or BPay). This includes payments to be maintained throughout school holidays.</li> </ul>
<b>FORTNIGHTLY INSTALMENTS \$.....per fortnight</b> <b>Start date</b> /    / <ul style="list-style-type: none"> <li>• 6 fortnightly instalments (December 2020 – February 2021). This method is available for payments by cash, cheque, credit card, EFTPOS, Direct Credit, Centrepay (Centrelink) or BPay). This includes payments to be maintained throughout school holidays.</li> </ul>
<b>WEEKLY INSTALMENTS \$.....per week</b> <b>Start date</b> /    / <ul style="list-style-type: none"> <li>• 12 weekly instalments (December 2020 – February 2021). This method is available for payments by cash, cheque, credit card, EFTPOS, Direct Credit, Centrepay (Centrelink) or BPay). This includes payments to be maintained throughout school holidays.</li> </ul>

**AUTHORITY FOR CREDIT CARD AND ACKNOWLEDGEMENT TO COMMIT TO THE P/PLAN**

I authorise the deduction of:

1. Amount of \$.....(Full amount)
2. Amount of \$..... to be deducted equally from my credit card as per the above schedule.

CARD NUMBER                      /                      /                      /                      EXP. DATE                      /

CARD HOLDERS NAME.....

SIGNATURE.....

**OFFICE USE ONLY**

<b>Paid for/Given out</b>	
Lock	
School Magazine	
Calculator	
Instrumental Music	
Instrument Hire	
Building Donation	
Working Bee Donation	
General Levy	
Wellbeing Program	
IT Levy	

**OFFICE NOTES**

## ONE PAGE OVERVIEW

The following is a summary of the main principles of the Parent Payments Policy:



### FREE INSTRUCTION

- Schools provide students with free instruction to fulfil the standard curriculum requirements as outlined in the Victorian Curriculum F-10, VCE and VCAL.



### PARENT PAYMENT REQUESTS

- Schools do not ask parents to pay for school operating costs (e.g. utility costs) or general and unspecified charges.
- Schools request payments from parents under three categories:

#### Essential Student Learning Items

- Items and activities which the school deems essential for student learning.
- Parents may choose to purchase essential items through the school or provide their own.

#### Optional Items

- Items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum.
- These are provided to students on a user-pays basis.

#### Voluntary Contributions

- Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose.
- Students will not be disadvantaged in any way if parents do not make a contribution.



### 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 obtain school council approval for their parent payment arrangements and upload their arrangements on their school's public website for transparency.

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