



Parent Payment Policy

Purpose

To ensure that parent payment practices are consistent, transparent and ensure that all children have access to the standard curriculum.

Rationale

The Victorian Community (Mount Clear College) shares a vision to build an education system that champions excellence and ensures that every child and young person has access to the opportunities to succeed in life, regardless of their background or circumstances.

We ensure that all students can access a broad range of learning opportunities that support their expectations and promote their aspirations as they move through the education system. Parent contribution, in all forms, assists schools to provide an enriched learning and teaching program for every student and is highly valued by school communities.

Mount Clear College offers students many real world/authentic experiences which enhance the standard curriculum. These experiences add value to their education journey, engaging students in school and in their learning.

Parent Payment Charges

Essential Student Learning Items are those items, activities or services that are essential to support student learning of the standard curriculum. These are items that the school considers essential for all students and which students take possession of. Parents may choose to provide the items themselves or buy the items from the school where practical and appropriate.

Optional Items are those items, activities or services that are offered in addition to or support instruction in the standard curriculum program. These are provided on a user-pays basis so that if parents choose to access them for students, they are required to pay for them.

Voluntary Financial Contributions - parents can be invited to make a donation to the school for a general or specific purpose, e.g. school grounds projects, library fund or for new equipment. Only some Voluntary Financial Contributions are tax-deductible.

All charges are clearly specified in the Parent Payment charges document attached and clearly indicate which of the above items each charge pertains to.

Principles

When determining charges Mount Clear College will take the following principles into account:

- **Educational value:** The promotion of student learning, aspirations and wellbeing
- **Access, equity and inclusion:** We will ensure that all students have access to the standard curriculum program and participation of all students to the full school program is facilitated
- **Affordability:** Costs to parents are kept to a minimum and are affordable for most families at the school
- **Engagement and Support:** Ensure parents are well informed of the payment options and support available for those experiencing hardship

- **Respect and Confidentiality:** Parents and students experiencing hardship will be treated with respect, dignity, sensitivity and without judgment and the identity and personal information of all parents and students will be kept confidential in respect to parent payments
- **Transparency and Accountability:** The purpose of all charges is well communicated, clear and transparent and the impact on student programs and families is reviewed by school council

Payment Arrangements and Methods

Families are encouraged to make an appointment with administration staff at the College to discuss charges and options for payment and to assist with a payment plan if required. Families may pay by cash, cheque, credit card, EFTPOS and BPAY. Centrepay is also available for families who are the recipients of a Centrelink Benefit. All payment arrangements remain confidential.

Family Support Options

A range of support options are available to assist eligible parents, including State Schools Relief Committee and the Camps, Sports and Excursions Fund.

Consideration of Hardship

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. Contacts for families who are experiencing financial difficulties are:

Business Manager	Julie Dodgshun	Phone 5337 2025
Student Services Coordinator	Fionna Wooller	Phone 5330 1500

An appointment will be offered with the Student Welfare Team to assess each family on a case by case basis and determine support required. A proactive approach will be taken with the school working collaboratively with the family to ensure the best outcome for the student.

Communication with Families

This Policy will be available on the College Website: www.mtclearsc.vic.edu.au and Compass. A hard copy is available from the General Office. Families who have general enquiries or wish to raise issues about the Policy can ring the general office on 5330 1500.

Families can access the School Policy and Advisory Guide via

<http://www.education.vic.gov.au/school/principals/spag/management/Pages/parentpayments> for more information about Parent Payments.

Monitoring and review of the implementation of the Policy

Mount Clear College School Council has a key role in ensuring that the school level approach to parent payments reflects the shared expectations of the whole school community and will therefore be responsible for monitoring the effectiveness and impact on parents and students. This Policy, and all fees and charges will be reviewed by School Council annually or in response to changes or opportunities arising for students at Mount Clear College.

Evaluation

Date Implemented	December 2015
Author	Nicole Quinney/Julie Dodgshun
Approved By	School Council 28.11.19
Date Reviewed	November 2019
Responsible for Review	Assistant Principal/Business Manager
Next Review Date	November 2020

Understanding Parent Payment Categories

Schools

What does the legislation say?

The Education and Training Reform Act (2006) provides for free instruction in the standard curriculum program to all students in government schools. The Act also empowers school councils to charge fees to parents for goods and services provided by the school to a child.

In the Act, a 'Parent' includes a guardian and every person who has parental responsibility for a child including parental responsibility under the Commonwealth Family Law Act 1975 and any person with whom a child normally or regularly resides.

What do schools pay for as part of 'free instruction'?



Free instruction is the teaching staff, administration and the provision of facilities in connection with the instruction of the standard curriculum program, including reasonable adjustments for students with disabilities.

The standard curriculum for Years F-10 means implementation of the Victorian Curriculum F-10.

The standard curriculum for senior secondary schools means a program that enables a student to be awarded a VCE or VCAL qualification.

What principles govern parent payment practice?

Educational Value | Access, Equity & Inclusion | Affordability
Engagement & Support | Respect & Confidentiality | Transparency & Accountability

Parents

What may parents be asked to pay for?

Schools can request payment for Essential Student Learning Items



These are items, activities or services that the school deems **essential** to student learning of the standard curriculum.

Where practical and appropriate, parents may choose to purchase items through the school or provide their own.

These may also be either:

Items the student takes temporary or permanent possession of

- e.g.
- textbooks, activity books, exercise books
 - stationery, book bags
 - student ID cards, locks
 - cooking ingredients students will consume
 - materials for final products that students take home (technology projects, build-your-own kits, dioramas)
 - Picture Exchange Communication Systems

Activities associated with instruction that all students are expected to attend

i.e. travel, entry fees or accommodation

- e.g.
- excursions
 - incursions
 - school sports
 - work placements

Parents can be asked to pay for items, activities and services in the three Parent Payment Categories:

Essential Student Learning Items,
Optional Items and
Voluntary Financial Contributions.

Schools determine how items, activities and services are classified within these categories based on the learning and teaching program of their school.

Schools can request payment for Optional Items

These are items, activities or services that are **optional** and are offered in addition to the standard curriculum.

Students may access these on a user-pays basis.

These may be either:

Items the student purchases or hires

- e.g.
- school magazines, class photos
 - functions, formals, graduation dinners
 - materials for extra curricular programs
 - student accident insurance

Activities the student purchases

- e.g.
- fees for extra curricular programs or activities, such as instrumental music tuition
 - fees for guest speakers
 - campus, excursions, incursions, sports
 - entry fees for school run performances

Items and/or materials that are more expensive than required to meet the standard curriculum

- e.g.
- use of silver in metal work instead of copper
 - supplementary exam revision guides

Support for families experiencing hardship is available at every school and each school has a parent payment contact person. See your school's policy for more information.

For more information on Parent Payments and Personal Devices, visit the DET website at: www.education.vic.gov.au

Schools can invite
**Voluntary
Financial
Contributions**
for



- e.g.
- Building or Library fund (Tax deductible)
 - Voluntary contributions for a specific purpose, such as equipment, materials, services.
 - General voluntary contributions

28 November, 2019

Dear Parents,

Re: Parent Payments 2020

The Mount Clear College School Council has approved the College's Parent payment charges.

The Parent Payment Policy, and how the school will implement the policy, is attached as well as the 2020 list of payment items/services requested for your child's program.

While payment is not required until the start of the 2020 school year, we would appreciate payment by 16 December, 2019. All parent payments and contributions can be made by cash, cheque or debit/credit card at the school's office or via BPay. Alternatively, you may opt to set up an automatic regular BPay or Centrelink deduction.

The school appreciates that families may sometimes experience financial difficulty in meeting payment requests. A number of support options are available to families who have difficulty making payments, including State Schools Relief or the Camps, Sports and Excursions Fund.

If you are experiencing difficulty in making the requested payments please contact our Parent Payment Contact - Julie Dodgshun by phone 0439 617 824 or email dodgshun.julie.j@edumail.vic.gov.au and you can have a confidential discussion about alternate arrangements.

Yours sincerely



Lynita Taylor
Principal



Joanne Hocking
School Council President

INFORMATION SHEET FOR SCHOOLS:

EXAMPLES OF ITEMS/SERVICES, CATEGORIES AND REASONS

This table provides some examples of education items and services, identifies if they fall under free instruction or a parent payment category and the reasons why.

Item/service	Category/Rationale
Class sets	Free instruction – if temporarily used by students in class, then can be considered an instructional resource owned by the school.
Consumables	<p>Free instruction – if consumable materials held by the school (other than cooking ingredients) and are required to provide the standard curriculum (such as paint, tissues, glue, laboratory chemicals, etc.). This includes materials held by the school (instructional resources owned by the school) and distributed to students when required in class.</p> <p>Essential Student Learning Item – where the student takes possession of the finished article and the amount of material actually kept by the student is accurately costed and it is at a significant cost, such as photography, cooking ingredients for home economics, etc.</p>
Excursions/Camps	<p>Essential Student Learning Item – when associated with, but not part of instruction in the standard curriculum program, i.e. travel, accommodation or entry fees can be charged.</p> <p>Optional item – when the camp or excursion is not part of the standard curriculum program.</p> <p>Mount Clear College offers many real world/authentic experiences which enhance the standard curriculum. These experiences Value add to their education journey, engaging students in school and in their learning.</p>
First Aid/School Nurses	Free instruction – as part of schools' duty of care to ensure student safety and provide appropriate first aid.
Graduations/school formals	Optional Item – not essential to providing the standard curriculum program.
Hire of text books from school	Essential Student Learning Item – items that a student has personal possession of for the duration of the subject (including taking home for this period) and then returns to the school (not requiring parents to pay full price for texts).
School programs to provide students with mobile computing devices (netbooks, notebook computers, or tablet computers)	For information on how to implement these programs and comply with legislative obligations, refer to the School Policy and Advisory Guide – Personal Devices (http://www.education.vic.gov.au/school/principals/spag/management/Pages/personaldev.aspx)
Performances/activities provided by outside specialists (e.g. 'incursions' that are equivalent to excursions but are held at the school)	<p>Essential Student Learning Item – when essential to support instruction in the standard curriculum program, costs that are equivalent to 'entrance costs' for the use of facilities or equipment may be charged for.</p> <p>Optional Item – when provided in addition to the standard curriculum program.</p>



Photocopying or printing	<p>Free instruction – if materials provided to students are required to provide the standard curriculum program, e.g. assessment papers</p> <p>Essential Student Learning Item – when the school is providing a photocopied text or chapter instead of requiring a text book to be purchased and the students take possession of the item; or when equivalent to student stationery such as students printing out assignments.</p> <p>Optional Item – when it is extracurricular or not essential to providing the standard curriculum program, e.g. printing for personal use</p>
Student Insurance	Optional Item – not essential to providing the standard curriculum program.
Student ID Cards Student locks	Essential Student Learning Item – a student takes possession of the card or lock
Student reports	Free instruction – when reports are associated with the administration of the standard curriculum

MOUNT CLEAR COLLEGE PARENT PAYMENT CHARGES 2020

Name of child: _____ Year level _____

Name of child: _____ Year level _____

Name of child: _____ Year level _____

Please find the itemised list that includes essential student learning items (those items that your child needs for school) and optional items (that you can choose whether your child participates in or accesses).

Mount Clear College makes every effort to keep the cost and number of items that need to be purchased to a minimum. We also try to ensure that the costs are affordable for all parents/guardians. If you will have difficulty making payments please contact Julie Dodgshun, Business Manager, on 5337 2025 (parent payment contact) to discuss possible support options and flexible payment arrangements. Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential.

We would appreciate payment by 16 December 2019, however payment is not required until 30 January 2020 (first day of Term 1, 2020). Please bring this completed sheet with you when making payment.

Please Note: Additional school charges may arise during the year. For example: school production, sports uniforms, BAS (Ballarat Associated School) Sport and camps. Excursions planned during the year have an estimated cost of \$100 not including food on the day. Year 7 – 10 Camps are optional and estimated costs are included in Optional Items.

Essential student learning items and Optional Items by subject

Subject	Specifications	Category	Cost	Amount
Essential Education Items All Year 7 - 12	Material costs for Technology, Arts, Food and Electives at Year 9 and 10. Photocopied booklets of units of work for all subjects.	Essential	\$260.00	
	Compass Organiser	Essential	\$20.00	
	Locker Provision - Lock	Essential	\$20.00	
	Travel to Venues for whole school Sporting events	Essential	\$20.00	
Maths All Year 7 – 9 including SEALP	Maths Essential Assessment Subscription	Essential	\$7.00	
All Subjects All Year 7 – 8 including SEALP	Education Perfect – Full Bundle	Essential	\$100.00	
SEALP Program	National Benchmark Testing, Affiliations SEALP Network and Victorian Gifted and Talented Ass	Essential	\$80.00	
Water Safety Program Year 7	Fees for use of facilities at local pools	Essential	\$50.00	
English Year 9	Education Perfect	Essential	\$25.00	
Japanese/Chinese Year 9 – 10 Electives	Education Perfect	Essential	\$20.00	
Japanese/Chinese Year 11 - 12 VCE - VET	Education Perfect	Essential	\$20.00	



Selected Subjects VCE 11 - 12	Edrolo - Online Study Resource	Essential	\$25.00 Per subject		
Essential Items VET Materials	Building and Construction Year 1 and Year 2		\$300.00		
	Hospitality Year 1		\$300.00		
	Hospitality Year 2		\$200.00		
	Music Year 1 and 2		\$150.00		
	VET Cluster				
	Certificate II Agriculture Year 1			\$10.00	
	Certificate II Agriculture Year 2			\$75.00	
	Certificate II Automotive Year 1			\$56.00	
	Certificate II Automotive Year 2			\$18.00	
	Certificate II Electrotechnology Year 1 / Year 2			\$180.00	
	Certificate II Engineering (Fabrication) Year 1			\$148.00	
	Certificate II Engineering (Fabrication) Year 2			\$103.00	
	Certificate II Plumbing Year 1 (no cost Year 2)			\$240.00	
	Certificate II Retail Cosmetics Year 1			\$200.00	
	Certificate II Retail Cosmetics Year 2		Essential	\$100.00	
	Certificate II Salon Assistance Year 1			\$315.00	
	Certificate II Salon Assistance Year 2			\$125.00	
	Certificate III Allied Health Assistance Year 1/2			\$135.00	
	Certificate III Early Child Ed and Care Year 1			\$200.00	
	Certificate II Animal Studies Year 1 / Year 2			\$130.00	
	Certificate II Applied Fashion Design Year 2			\$370.00	
	Certificate II Screen and Media Year 1 / Year 2			\$125.00	
	Certificate II Equine Year 1 / Year 2			\$200.00	
Certificate III Health Services Assistance Year 2			\$150.00		
Certificate II in Community Services Year 2			\$65.00		
Certificate II & CUA3095 Certificate III in Music Industry			\$180.00		
<p>A \$70 deposit is required to secure your place in a Vet Program – this will be applied to VET Materials fees. Where the fee is less than \$70 no fees are charged this credit will be refunded or applied to other fees.</p>					
Total Essential Items			\$		

Electives (If students choose to opt into these programs, these fees are not optional)

Item	Cost	<input checked="" type="checkbox"/>
Year 9 Mountain Bike Elective	\$85.00	
Year 9 Mountain Bike Elective Brackenbury Challenge	\$25.00	
Year 10 Mountain Bike Elective	\$85.00	
Year 9 Mountain Bike Forest day trip (estimate)	\$40.00	
Year 9 Outdoor Ed & Environment Elective (Beeripmo Walk, Rock climbing, Snorkelling)	\$200.00	
Year 10 Outdoor Ed Summer Program (Estimate), Great Ocean Walk, Snorkelling, Rockpool and Mudflats Education Sessions (Estimate)	\$270.00	
Year 10 Outdoor Ed Winter Camp (Estimate)	\$350.00	
Year 12 Outdoor Ed Summer Camp (Estimate)	\$365.00	
Year 12 Outdoor Ed Winter Camp (Estimate)	\$450.00	
Total Electives	\$	

Additional optional items (If students choose to opt into these programs, these fees are not optional)

Item	Cost	<input checked="" type="checkbox"/>
Instrumental Music	\$270.00	
School magazine	\$15.00	
Year 9 Program (\$50 per semester)	\$100.00	
Year 7 Lady Northcote Camp (Estimate)	\$270.00	
Year 8 Anglesea Camp (Estimate)	\$320.00	
Year 9 Tasmania Camp (Estimate)	\$860.00	
Year 10 Amazing Race (Estimate)	\$280.00	
Year 12 RU Ready Camp	\$260.00	
BAS (Ballarat Associated Schools) After School Sport (\$25 per sport per term)	Per term \$25.00	
General Excursions for budgetary purposes (or pay as you go if you prefer)	\$100.00	
Total Optional Items	\$	



Parent Payment Charges

Essential student learning items Amount \$ _____

Optional Items - Electives Amount \$ _____

Optional Items – Additional Amount \$ _____

TOTAL \$ _____

Parent Payment Arrangements

Please indicate your preferred method of payment:

Option A: Full amount at the beginning of Term 1

or

Option B: Establish an Instalment Plan with the College Front Office
team for regular payments

(If selecting Option B please make an appointment with the school to discuss your circumstances and the available options)

Payment methods

1. Families are welcome to come into the school and pay either by cash, cheque or EFTPOS at the Front Office
2. BPAY – your BPAY Code is on the bottom left hand side of your statement
3. Centrepay – please see staff in the Front Office to set up a regular Centrepay payment
4. Credit Card – families can come in to the Front Office or call the College and pay by credit card over the phone.
5. Compass Pay – in some situations, where appropriate, families will be advised that they can use Compass Pay to pay fees