WESTALL
Secondary College

2021 PARENT PAYMENT ARRANGEMENTS

YEAR 7

Dear Parent,

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

Please find the fee schedule for Year 7 attached. Please complete this form and return to the school as soon as possible so the school can prepare accordingly.

Westall 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

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

- Camps, Sports and Excursions Fund (CSEF) – Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. Each family receives $225 per year paid for each eligible secondary school student. Payments are made directly to the school and are linked to the student. If you applied last year, you do not need to re-apply unless your circumstances have changed.
  Click here for CSEF information
- Year 7 students in government schools who receive the CSEF fund are also able to get support for school uniforms. For more information regarding this initiative, see State Schools' Relief. Click here for State Schools Relief information
- School Council is offering the following options for payment of the Charges and Contributions:
  a) Full amount at the beginning of Term 1, or
  b) Payment at the beginning of each Term (4 instalments), or
  c) Half-yearly payment: beginning of Terms 1 and 3 (2 instalments).

For families who may be experiencing financial hardship or would like to have a confidential discussion about alternative payment arrangements, please contact

College Principal, Tristan Lanarus, or Assistant Principal, Mark Henderson

Phone: 03 9546 3233 or
Email: westall.sc@education.vic.gov.au (Attention - Principal or Assistant Principal)

Payment Methods

Westall Secondary College offers various payment methods. Families can pay their child's account via Compass (Preferred payment method), BPay, credit card, cash or eftpos. All payments will be receipted into the Department of Education (DET) approved accounting system in a timely manner. All processes will follow DET's guidelines and procedures as they apply at that time.

Refunds

There will be occasions when, for whatever reason(s), a student needs to withdraw from an activity after they have made payment to the school for all or part of that activity.

Westall Secondary College must ensure that the provision of services for students, (i.e. excursions/camps / visiting groups / services) do not incur direct costs to the school, nor cause the school to run at a loss.

Students withdrawing from an activity will not automatically be entitled to a refund.

a) Where the school is charged for the provision of a program or service as a bulk cost and not a 'per head' cost, no refund will be given.
b) Where a 'per head' fee is charged, refunds may be given.
c) Where there is a combination of a bulk charge and a 'per head' charge in an excursion e.g. visit to a zoo. Bus charge is bulk cost. Entry fee is 'per head' cost. Only the 'per head' component may be refunded.
d) Refunds will only be given when requested in writing within 21 days.

The Principal will have the capacity to view special circumstances and consider medical grounds, supported by a medical certificate, on an individual basis.

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

Yours sincerely,

Tristan Lanarus
PRINCIPAL

Johnny Balalovski
SCHOOL COUNCIL PRESIDENT

FEE SCHEDULE – YEAR 7

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

Please complete this form and return to the school as soon as possible so the school can prepare accordingly.

Student's name (please print) _____

1. Essential Student Learning Items

Essential Student Learning Items are those activities and services that are essential to support student learning in the standard curriculum. These are items that the school considers essential for all students and which students take possession of.

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
Items common to all students for 2021 including:	
Consumables used in classes where students take the products/materials home, online learning platforms, sporting affiliations, guest speakers, start up access for student personal printing account.	
Student Diary $20	
Student ID Card $10	
TOTAL (includes Diary and ID Card)	$410.00

2. Optional Items

Westall Secondary College offers a range of optional items and activities that are additional to the delivery of the standard curriculum. These optional items and activities are designed to broaden the school experience for your child. Optional items are offered on a user pays basis where parents/guardians may choose whether their child accesses or participates in extracurricular programs. If you would like to purchase an item or activity for your child, please indicate on the table below.

Optional Item	Amount
Optional camps and excursions as scheduled throughout 2021. The cost of these excursions will be advised throughout the year.	
Year 7 Transition Day at Arthur's Seat on 5th February 2021 **All Year 7 students are expected to participate**	$50.00
Instrumental Music Classes (*see Instrumental Music handout)*	$
Combination Lock for Locker	$15.00
TOTAL	$

3. Voluntary Contributions

Westall Secondary College continues to welcome your voluntary contributions to support our school for a general or specific purpose. i.e. Schools grounds projects or for new equipment. Voluntary contributions to the Westall Secondary College Building Fund are tax deductible.

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:

Voluntary Contribution	Tax deductible?	Suggested Voluntary Contribution per family			Amount
Westall Secondary College Building Fund	Yes	*E.g. $50*	*E.g. $20*	*E.g. $10*	
General student related services including grounds projects	*No*	*E.g. $50*	*E.g. $20*	*E.g. $10*	
TOTAL					$

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 Totals

1. Essential Student Learning Items — Amount $_____
2. Optional Items — Amount $_____
3. Voluntary financial contribution — Amount $_____

TOTAL $_____

PARENT PAYMENTS POLICY

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	Optional Items	Voluntary Contributions
○ 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.	○ Items and activities enhance or broaden schooling experienc students and are offered in addition t the standard curriculum. ○ These are provided students on a user-pays basis.	○ 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.

THE EDUCATION STATE

CAMPS, SPORTS AND EXCURSIONS FUND APPLICATION FORM

School Name

School REF ID

Parent/legal guardian details

Surname_____

First name_____

Address_____

Town/suburb_____ State_____ Postcode____

Contact number_____

Centrelink pensioner concession **OR** Health care card number (CRN)

☐☐☐ – ☐☐☐ – ☐☐☐ – ☐ **OR**

☐ Foster parent* **OR** ☐ Veterans affairs pensioner (Gold Card)**

*Foster Parents must provide a copy of the temporary care order letter from the Victorian Department of Health and Human Services (DHHS).
**Applicants must provide a copy of the Veteran Affairs Gold card

Student details

Child's surname	Child's first name	Student ID	Date of birth (dd/mm/yyyy)	Year level

I authorise the Victorian Department of Education and Training (DET) to use Centrelink Confirmation eServices to perform an enquiry about my Centrelink customer details and concession card status to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Victorian Department of Health and Human Services (DHHS) to provide the results of any enquiry to DET regarding temporary care orders.

I understand that:

- DHHS or Centrelink will use information I have provided to DET to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DET personal information including my name, address, payment and concession card type and status.
- this consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DHHS and provide it to my child's school so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DET.
- information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to DHHS and/or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You can request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant_____ **Date**____/____/

VICTORIA State Government

THE EDUCATION STATE

CAMPS, SPORTS AND EXCURSIONS FUND ELIGIBILITY

Below are the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

Criteria 1 – Eligibility

To be eligible* for the fund, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one, or;
- on the first day of Term two.

a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
b) Be a temporary foster parent, and;
c) Submit an application to the school by the due date.

* A special consideration eligibility category also exists. For more information, see: www.education.vic.gov.au/about/programs/Pages/csef.aspx

Parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

Criteria 2 - Be of school age and attend school in Victoria

School is compulsory for all Victorian children aged between six and 17 years of age inclusive.

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and 18 years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooling, or TAFE.

Eligibility Date

For concession card holders, CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on **28 January 2021, 14 April 2020 or 5 October** 2020.

PAYMENT AMOUNTS

CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: $62.50 per year.
- Secondary school student rate: $112.50 per year.

The CSEF is paid directly to your child's school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

For ungraded students, the rate payable is determined by the student's date of birth. For more information, see: www.education.vic.gov.au/about/programs/Pages/csef.aspx

Year 7 government school students who are CSEF recipients are also eligible for a uniform voucher. Secondary schools are required to make applications on behalf of parents, so please register your interest at the school.

HOW TO COMPLETE THE APPLICATION FORM

NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN

1. Complete the PARENT/LEGAL GUARDIAN DETAILS section.
   Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.

   If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.
2. Complete the STUDENT/S DETAILS section for students at this school.
3. Sign and date the form and return it to the school office as soon as possible. The CSEF program for 2020 closes on 27 November

CSEF payments cannot be claimed retrospectively for prior years.

Queries relating to CSEF eligibility and payments should be directed to the school.

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