



February 3, 2023

Dear Parent / Carer,

Leongatha Secondary College is looking forward welcoming your child to another positive and productive year of teaching and learning and would like to advise you of Leongatha Secondary College's voluntary financial contributions for 2023.

The Department's updated Parent Payment Policy has continued the reclassification of school contribution categories. 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 we receive from families ensures that our school can continue to offer the best possible educational programs, support and resources for our students.

In response to this policy, we have developed a fee structure that fully aligns with Department guidelines and is consistent for all students across all year levels. We believe this will enable families to more easily interpret our request for parent contributions.

The following fee schedule is an updated guide for you. This fee structure applies to every student, in each year level.

We understand our LSC families take great pride in contributing to their school fees, and we wish to make this easier for you. We are no longer required to raise charges and forward statements to families, rather, families can pay their financial contribution at any time.

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

Yours sincerely,

**Brad Hutchinson**  
**Principal**



## 2023 CURRICULUM + OTHER CONTRIBUTIONS

### YEARS 7 - 12

Your contribution will greatly assist the purchase and/or upkeep of ongoing curriculum and other needs to ensure our school can continue to offer beneficial programs, state of the art infrastructure and a continued wide breadth of curriculum for our students.

Full explanation of each contribution area is below, we welcome your contribution.

#### CURRICULUM CONTRIBUTIONS:

Items and activities that students in Years 7-12 use, or participate in, to access the Curriculum. These are items and/or activities which the school deems necessary for students to learn the curriculum. May include, but is not limited to:

- General classroom materials & equipment across all year levels
- Subject specific materials & equipment across all year levels
- Provision and upkeep of ICT school owned devices, device configuration, maintenance, server/system costs
- Photocopying & printing for students
- Curriculum activities and incursions
- Digital & online subscriptions for learning
- Assessments
- Student ID cards

**\$150**

#### OTHER CONTRIBUTIONS:

Voluntary financial contributions for non-curriculum items & activities that relate to the schools' functions and objectives. May include the following focus areas, but is not limited to:

- Upgrade to ECA toilets/change room facilities
- Building covered walkways between buildings for student's protection
- School sports affiliation costs
- Student & Parent communication tools (eg: Compass)
- Enhances student support (eg: tutoring, homework clubs)
- Enhanced wellbeing programs
- Use & upkeep of specialised facilities on campus (eg: gym equipment, MacLab classrooms)

**\$50**

**TOTAL CONTRIBUTION REQUESTED:**

**\$200**



## EXTRA CURRICULAR ITEMS & ACTIVITIES

Leongatha 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.

**TO PAY?**

School Magazine	<b>\$15</b>	
South Gippsland Music Program (SGSMP). Tuition fee to participate	<b>\$308</b>	
SGSMP - Tuition fee for Music Program if undertaking 2nd instrument	<b>\$154</b>	
SGSMP - Tuition fee for Music Program if undertaking Band only, no individual tuition	<b>\$121</b>	
SGSMP - Hire costs associated hiring instrument whilst undertaking Music Program	<b>\$150</b>	
<b>TOTAL EXTRA CURRICULAR ITEMS &amp; ACTIVITIES:</b>		<b>\$</b>

## EDUCATIONAL ITEMS FOR STUDENTS TO OWN

All required textbooks & stationery for your child to individually own and use can be ordered via our suggested third-party suppliers. Campion Education for textbooks, and stationery requirements are through Express Office Choice. We have forwarded details on how to order each of these online, for home delivery. If you require assistance, please don't hesitate to contact our general office.

## TOTAL

CATEGORY	
Curriculum Contributions	<b>\$ 150</b>
Other Contributions	<b>\$ 50</b>
Extra-Curricular Items and Activities	<b>\$</b>
<b>TOTAL FINANCIAL CONTRIBUTION:</b>	<b>\$</b>



## **PAYMENT OPTIONS AVAILABLE:**

**COMPASS:** Online via COMPASS, our parent portal. To pay via COMPASS, the charges will be listed under 'My news' on your Home Page, along with any events that require approval. This is our preferred option.

**DIRECT DEPOSIT:** Account Name: Leongatha Secondary College Council  
BSB: 313-140 Account Number: 2316-5961  
Please reference your family name when making payments

**BPAY:** The Biller code and your reference number is available from the general office

**OTHER:** Directly to the office by cash, credit card or cheque.

## **FINANCIAL SUPPORT FOR FAMILIES**

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

- The Camps, Sports and Excursion Fund (CSEF)
- State Schools Relief vouchers for uniform purchase

For a confidential discussion regarding these services, or if you would like to discuss alternate payment arrangements, please contact business manager:

Gabe Windsor

Ph: 03 5667 2200 | [gwindor@leonsec.vic.edu.au](mailto:gwindor@leonsec.vic.edu.au)

## **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.

# 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 standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- 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.