



TraralgonCOLLEGE

Growing together as adaptable, confident, successful learners and citizens

PARENT PAYMENT POLICY

PURPOSE

To outline to our school community the Department's and Traralgon College's policy requirements relating to Parent Payments.

SCOPE

This policy applies to students and their families and carers across all year levels at Traralgon College. It outlines the ways in which the College can request parent Contributions from parents.

POLICY

At Traralgon College, all requests for financial contributions are aligned with the guidelines as provided by the Department of Education and Training. These guidelines can be found at: [Parent Payments: Policy | education.vic.gov.au](https://www.education.vic.gov.au/parent-payments-policy)

Information regarding Traralgon College's voluntary financial contributions for 2024 can be found below:

REVIEW CYCLE

| | |
|----------------------------|-----------------------------|
| Policy last reviewed | October 2023 |
| Approved by | Principal School Council |
| Next scheduled review date | October 2024 |

Grey Street Campus

PO Box 1790 / 154-184 Grey Street Traralgon 3844
Phone: 5176 2240 Option 1

Shakespeare Street Campus

PO Box 1790 / 121 Shakespeare Street Traralgon 3844
Phone: 5176 2240 Option 2

Email: traralgon.co@education.vic.gov.au Web: www.traralson.vic.edu.au

ABN: 92 839 016 479



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PARENT PAYMENT ARRANGEMENTS 7 - 8

Grey Street Campus

PO Box 1790 / 154-184 Grey Street Traralgon 3844

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Shakespeare Street Campus

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24th November 2023

Dear Parent/Guardian,

Traralgon College is looking forward to another great year of teaching and learning and would like to advise you of Traralgon College's voluntary financial contributions for 2024.

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, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school, this support has allowed us to upgrade teaching and learning facilities in specific learning areas, for example:

- science laboratories
- cooking kitchen classrooms
- literacy numeracy support
- study centres
- wellbeing expos

Our subject offerings have been expanded and there is ongoing support for the work of the homework centre including information technology aid for all students.

For further information on the Department's Parent Payments Policy please see a one-page overview attached or DE website site <https://www2.education.vic.gov.au/pal/parent-payment/policy>

Yours sincerely,

Fiona Milkins
Acting College Principal

Narelle Hocking
School Council President

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| Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum | Amount |
|---|-----------------|
| Year 7-8 classroom consumables, materials and equipment <ul style="list-style-type: none"> Materials design and technology/Art- paper, canvas, material, modelling materials, wool, paint, timber, ICT resources Food Tech- flour, butter, fruit, vegetables, meat, rice, pasta, spices etc Science- chemicals Maths /English/Language- materials and resources Health and Physical Education- equipment, balls, athletics equipment, table tennis etc Student Planner 2024 | \$160.00 |
| ICT devices – provision of shared devices from year level sets, device configuration, and maintenance | |
| Printing and photocopying of worksheets and learning materials | |
| Whole school events (Includes entry and transport) <ul style="list-style-type: none"> Athletics Carnival Swimming Carnival | \$4.00 |
| Total Amount | \$164.00 |
| Other Contributions - for non-curriculum items and activities | Amount |
| School Sports Victoria membership | \$36.00 |
| Student wellbeing programs- Cyber safety, wellbeing support staff, Teen Mental Health First Aid, Respectful Relationships, Wellbeing Expo, ABC | |
| Compass- Student/Parent communication tool | |
| Enhanced student support- Homework centre, tutoring, language support | |
| First aid equipment | |
| School grounds maintenance and improvements | |
| Locker and padlock provision | |
| Total Amount | \$36.00 |

Educational items for students to own

Attached is a list of items that the school recommends you purchase from Champion for your child to individually own and use.

Extra-Curricular Items and Activities

Traralgon 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.

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| Extra-Curricular Items and Activities | Amount |
|--|----------|
| Optional incursions / Student wellbeing – estimate of cost and not in excess of | \$60.00 |
| Other optional camps and excursions to be scheduled – Year 7 – estimate of cost and not in excess of | \$350.00 |
| Other optional camps and excursions to be scheduled – Year 8 – estimate of cost and not in excess of | \$600.00 |
| School Beanie | \$5.00 |
| Instrumental music lessons – Equipment Hire – Per Term Cost hire | \$50.00 |

Instrumental Music Program

Traralgon College offers comprehensive instrumental music lessons that enable students to build skills and techniques on an instrument and to learn new and challenging repertoires. Students can also participate in ensembles throughout the year that perform at various functions and special events. Please refer to the Instrumental Music Program enrolment form for further information.

Financial Support for Families

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

- The Camps, Sports and Excursions Fund (CSEF)
- Payment plans tailored to individual needs
- State School Relief Fund (assistance with clothing items)
- Support from wellbeing team to access assistance from outside services

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Claire Gibson, Business Manger – 03 5176 2240 – claire.gibson@education.vic.gov.au

Payment Methods

There are payment methods available including, in person, cash, by card or by phone. Payment plans for extra-curricular items and activities can be established with accounts receivable at the school. Further details of payment methods and options are attached.

| | |
|-----------------|--|
| Option A | In person or by phone- Cash, cheque, credit card |
| Option B | Direct Deposit- Funds may be credited to our school bank account. It is essential that you include your code (same as your compass ID) or Student Name and a brief description of what the payment is for e.g., "BAR0002 Voluntary Contributions," or "WAR0774 Year 8 Camp." Bank Australia BSB 313140 Account Number 12034241 |
| Option C | Compass – This form of payment is done through the Compass portal |

| Total | Amount |
|--|-----------|
| Curriculum contributions | \$164.00 |
| Other contributions | \$36.00 |
| Extra-curricular items and activities | \$ |
| Total Parent Payment Contribution | \$ |



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PARENT PAYMENT ARRANGEMENTS 9 - 12



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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, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school, this support has allowed us to upgrade teaching and learning facilities in specific learning areas, for example:

- science laboratories
- cooking kitchen classrooms
- literacy numeracy support
- study centres
- general classrooms
- outdoor areas
- Provide wellbeing expo's and supports

For further information on the Department's Parent Payments Policy please see a one-page overview attached or DE website <https://www2.education.vic.gov.au/pal/parent-payment/policy>

Yours sincerely,

Fiona Milkins
Acting College Principal

Narelle Hocking
School Council President



| Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum | Amount |
|--|-----------------|
| Year 9-12 classroom consumables, materials and equipment <ul style="list-style-type: none"> Materials design and technology/Art- paper, canvas, material, modelling materials, wool, paint, timber, ICT resources Food Tech- flour, butter, fruit, vegetables, meat, rice, pasta, spices etc Science- chemicals Maths /English/Language- materials and resources Health and Physical Education- equipment, balls, athletics equipment, table tennis etc Student Planner 2024 | \$160.00 |
| VET Program <ul style="list-style-type: none"> Contribution to support the provision of our VET program offerings | |
| ICT devices – provision of shared devices from year level sets, device configuration, and maintenance | |
| Printing and photocopying of worksheets and learning materials | |
| Whole school events (Includes entry and transport) <ul style="list-style-type: none"> Athletics Carnival Swimming Carnival | \$4.00 |
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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.



| Extra-Curricular Items and Activities | Amount |
|---|-----------|
| Optional incursions / Student wellbeing events – estimate of cost and not in excess of | \$ 80.00 |
| Other optional camps and excursions to be scheduled – Year 9 &10 estimate of cost and not in excess of | \$ 350.00 |
| Other optional camps and excursions to be scheduled – Year 11& 12 estimate of cost and not in excess of | \$ 400.00 |
| School Beanie | \$ 5.00 |
| Instrumental music lessons – Equipment Hire – Per Term Cost hire | \$ 50.00 |

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| Option A | In person or by phone- Cash, cheque, credit card |
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| Option C | Compass – This form of payment is done through the Compass portal |

| Total | Amount |
|--|-----------|
| Curriculum contributions | \$164.00 |
| Other contributions | \$36.00 |
| Extra-curricular items and activities | \$ |
| Total Parent Payment Contribution | \$ |

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.