



MONTMORENCY  
SECONDARY COLLEGE

15<sup>th</sup> November, 2023

Dear Parent/Guardian,

Montmorency Secondary College is looking forward to another great year of teaching and learning and would like to advise you of the College's voluntary financial contributions for 2024 (attached).

Schools provide students with free instruction to fulfil the standard curriculum requirements 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.

Montmorency Secondary College's School Council and Finance Committee work closely with the Principal Team and Business Manager to ensure that parental contributions are kept to a minimum and are affordable to families. The School Council and Finance Committee closely monitor all revenue received, and ensure it is managed appropriately and used for the purposes for which it is raised, to improve student outcomes and wellbeing.

We want to thank you in advance for all your support. This will make a huge difference to our College and the programs we can offer.

For further information on the Department's Parent Payments Policy, please see the one-page overview which is also attached.

Yours Sincerely,

Frances Ibbott  
Principal

**Montmorency Secondary College**

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Total
<p><i>Year 9 Student Resources</i></p> <ul style="list-style-type: none"> <li>• <i>Year 9 Student ID Card (\$15)</i></li> <li>• <i>Year 9 Student Planner (\$20)</i></li> </ul> <p><i>Year 9 Guest Speakers (\$20)</i></p> <p><i>Year 9 printing credit to students, and photocopying of worksheets and learning materials provided (\$40)</i></p> <hr/> <p><i>Year 9 Subject Consumables, Materials &amp; Activities</i></p> <ul style="list-style-type: none"> <li>• <i>Celebration Foods (\$95)</i></li> <li>• <i>Fun Foods (\$95)</i></li> <li>• <i>Art 1 Drawing &amp; Painting (\$60)</i></li> <li>• <i>Art 2 Ceramics and Sculpture (\$60)</i></li> <li>• <i>Wood: Cabinet Making (\$60)</i></li> <li>• <i>Wood: Carpentry (\$60)</i></li> <li>• <i>Fabric: Design &amp; Decoration (\$55)</i></li> <li>• <i>Fabric: Construction &amp; Design (\$55)</i></li> <li>• <i>Creative Metal Design (\$60)</i></li> <li>• <i>Introduction to Photography (\$60)</i></li> <li>• <i>VCD 1: Communication and Industrial Design (\$35)</i></li> <li>• <i>Animation (\$50)</i></li> <li>• <i>Media Studies (\$40)</i></li> <li>• <i>Digital Art (\$40)</i></li> </ul> <p><b>TOTAL CONTRIBUTION:</b>  <i>(*Please only pay for the electives that your child is undertaking this year.)</i></p>	<p><b>\$ 95.00</b></p> <hr/>
Other Contributions - for non-curriculum items and activities	Total
<p><i>Student and Parent Communication Tools - Compass and Edval (\$40)</i></p> <p><i>School Sports Victoria Affiliation (\$15)</i></p> <p><i>Student Wellbeing Programs (\$50)</i></p> <p><i>First Aid Equipment (\$25)</i></p> <p><i>School Grounds Maintenance and Improvements (\$50)</i></p>	<p><b>\$ 180.00</b></p>
<b>Total Other Contributions</b>	<b>\$ 180.00</b>
Tax deductible contributions	
<p><b>Building fund.</b> <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</i></p>	<p><b>\$ 60.00</b></p>

### Educational items for students to own

In the 2024 Year 9 booklist you will find a list of books and items that the school recommends you purchase from North of the Yarra for your child to individually own and use.

### Extra-Curricular Items and Activities – provided on a user-pays basis

Montmorency Secondary College offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum. Further extra-curricular items and activities will be added throughout the year.

Extra-Curricular Items and Activities	Amount	Total
<i>School Magazine / Yearbook (Distributed in February 2025)</i>	\$ 29	
<i>Optional Year 9 School Camp</i> <b>*CSEF Funding available for eligible CSEF students</b>	TBA	Payable In 'Events' section of Parent Portal
<i>Year 8/9 Outdoor Education elective</i> <i>Optional experience within subjects</i> <b>*CSEF Funding available to eligible CSEF Students</b>	TBA	Payable In 'Events' section of Parent Portal
<i>Year 9 Advanced Outdoor Education elective</i> <i>Optional experience within subjects</i> <b>*CSEF Funding available to eligible CSEF Students</b>	TBA	Payable In 'Events' section of Parent Portal
<i>Optional Year 9 Whole School House Swimming carnival – entry and transport (\$15)</i>	\$ 15	Payable In 'Events' section of Parent Portal
<i>Optional Year 9 Whole School House Athletics carnival – entry (\$8)</i>	\$ 8	Payable In 'Events' section of Parent Portal
<i>Optional Year 9 Interschool Sports program</i> <b>*Each student who participates in an interschool sporting event will be required to pay \$17 per event prior to the day of the event.</b>	\$ 17	Payable In 'Events' section of Parent Portal
<i>Optional Year 9 Private Music Lessons</i>	TBA	
Other optional Year 9 excursions and incursions – to be scheduled <b>*CSEF Funding available for eligible CSEF Students</b>		Payable In 'Events' section of Parent Portal
Optional Year 9 Participation in School Production	TBA	
<b>Total Extra-curricular Items and Activities</b>		

## Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities
- The College's Student Wellbeing Coordinator works with families in need.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact the College Business Manager, Lisa Ball, on 9422 1500 or by email at [lisa.ball@education.vic.gov.au](mailto:lisa.ball@education.vic.gov.au)

### Total

Category	Total
Curriculum Contributions	\$
Other Contributions <i>(Non-tax deductible)</i>	\$
<i>(Tax-deductible)</i>	\$
Extra-Curricular Items and Activities	\$
<b>Total</b>	<b>\$</b>

### Payment Methods

#### **Preferred Method:**

- I have made payment via the family portal (This form is not required to be returned).
- Please take payment from the following card (Return to General Office).

#### CREDIT CARD INFORMATION

**Credit Card Type:** Visa Mastercard

**Credit Card Number:** \_\_\_\_\_

**Expiry Date:** \_\_\_\_\_ / \_\_\_\_\_

**CCV No:** \_\_\_\_\_ *(Three digits on the back of credit card).*

**Name on Card:** \_\_\_\_\_

**Authorised Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

### Refunds

Parents' requests for refunds are subject to the discretion of the College and made on a case-by-case basis. Refunds will be provided where the College 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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) 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.