



22<sup>nd</sup> November 2024

Dear Parent/Guardian,

Pakenham Secondary College would like to advise you of our voluntary financial contributions for 2025.

Schools provide students with free instruction to fulfil the standard curriculum requirements, and we want to assure you that all contributions are voluntary.

The ongoing support of our families ensures that our school can offer the best possible education and support for our students.

At year 9, students can select a number of elective subjects they are interested in studying. Some of these have subject specific materials that are in addition to the standard materials provided. We have listed the subjects and the cost of the materials for your information. Your ongoing support and payment of these contributions is appreciated. The students will be advised separately which electives they will be studying in 2025.

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

Yours sincerely,

Aaron Smith  
**Principal**  
**Pakenham Secondary College**

Wayne Hampton  
**School Council President**

<b>Year 9 Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
Incursions – Includes Yr 9 Careers Expo, Cultural Day and Guest Speakers	\$40
Sport - Including whole school Athletics and Swimming Carnival	\$40
Enhancement Activities	\$25
<b>Subject Material Charges</b>	
Art	\$70
Photography	\$50
STEAM	\$20
Digital Art & Design	\$60
Textiles and Product Design	\$50
Food Studies	\$150
Wood and Product Design	\$80
Duke of Edinburgh – Award Booklet	\$189
<b>Total Curriculum Contributions</b>	<b>\$105 plus subject material charges</b>

<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
School Sports Victoria Affiliation	\$20
Student wellbeing programs	\$20
First Aid Equipment	\$20
School grounds Maintenance and improvements	\$40
<b>Total Other Contributions</b>	<b>\$100</b>

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

Pakenham 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.

Please ensure payment is made to the school by 28/03/2025

Extra-Curricular Items and Activities	Amount
School magazine/yearbook	\$26
<b>Total Extra-curricular Items and Activities</b>	<b>\$26</b>

### Financial Support for Families

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

- \$400 School Saving Bonus
- the Camps, Sports and Excursions Fund
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Meagan Baguley

Ph: 03 5945 1433 | Email: [Pakenham.sc@education.vic.gov.au](mailto:Pakenham.sc@education.vic.gov.au)

### Total

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

### Payment methods

CompassPay, Cash, EFTPOS, BPAY (please contact the school for your BPAY Biller details)

### 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 Payments 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.