



Carwatha College P-12

A college for the whole family

PRINCIPAL: Pat Mulcahy

31 October 2018

Dear Parents/Guardians

STUDENT CHARGES AND FAMILY CONTRIBUTIONS 2019

At Carwatha College P-12, we aim to provide the highest quality education for all of our students. In order to do this, we need to make the best use of all resources available. The Education and Training Reform Act 2006 empowers Carwatha College Council to charge parents for items that the College provides or makes available to the students.

School Council has endeavoured to keep requests for payments for materials and voluntary contributions to a reasonable level. The full *Parent Payment Policy* is available from the DE & T [School Policy and Advisory Guide](#). Answers to the most commonly asked questions about school costs for parents see: [Frequently Asked Questions – For Parents](#). A copy of College Council's *Parent Payment Policy* is attached.

There are three areas for which parents may reasonably be requested to make a payment for contribution:

Essential Student Learning Items

These are items which parents/guardians pay the college to provide or may provide themselves, if appropriate. These items are essential to support instruction in the standard curriculum program and include:

- Materials that the individual student takes possession of, such as text books and student stationery
- Materials for learning and teaching where the student consumes or takes possession of the finished articles (eg. Home economics, photography, catering)
- Activities associated with, but not part of instruction in the standard curriculum program, such as costs associated with camps and excursions which all students are expected to attend (eg. Transport and entrance costs).

According to the Department of Education and Training all parents are expected to provide Essential Student Learning Items for their children and have the option of purchasing these through the College or through a local supplier, where appropriate.

All year levels can purchase individual stationery via booklists available online from Lamont Books <http://www.lamontbooks.com.au/textbooks-stationery/carwatha-college-p-12/>

Optional Items

Optional items are those that are provided in addition to the standard curriculum. These are provided on a user pay basis if parents and guardians choose to access them.

Voluntary Financial Contributions

Family Contributions are voluntary. These contributions go towards the provision of services that we need and are essential to maintain the welfare of our students and maintain our current level of excellence.

Family Contributions support the improvements to College buildings as well as the maintenance, safety, cleanliness and upkeep of our extensive grounds.

It is always our intention to charge what is necessary and we do not in any way wish to place any family under financial strain. The College appreciates that families may sometimes experience financial difficulties in meeting payment needs. Camps, Sports and Excursions fund (CSEF) can be used towards camps, sports, and/or excursions expenses by eligible parents. For more details go to <http://www.carwatha.vic.edu.au/INFORMATION/NOTICES-AND-FORMS/>. Please contact the College on 9795 5848 if you would like to use CSEF. Also, second hand uniform and books are available from Sustainable School Shop www.sustainableschoolshop.com.au/stocktake/carwatha-college-p-12. Should you require information about financial assistance or wish to discuss family support options in case of hardship, please contact the Student Wellbeing Coordinator on 9795 5848. Families who do not have an immediate capacity to pay are also able to enter into alternative and confidential payment arrangements with the College. Please contact the Business Manager on 9795 5848 if you would like to organise a payment plan or if you wish to discuss an alternative payment arrangement.

All parent payments and contributions can be made by Compass, BPay, credit card, cheque or cash. BPay is easy for parents to use and it can be set up to work from their savings, cheque or credit card account. College Council recommended that personal cheque payment should be possible at least two school weeks in advance of the activity to which the payment applies. These measures will help to protect the College from the impact of dishonoured cheques.

While payment is not required until the start of the 2019 school year, if you are paying in full, we would appreciate payment by Friday 14th December 2018. Any record of payments or contributions is confidential.

Payment Options

Full amount payment:	Due Friday 14 th December 2018
Instalment plan:	Instalment 1 – due Friday 14 th December 2018 (first half) Instalment 2 – due Friday 22 nd February 2019 (second half)

Payments may be made at the General Office from 8:15 am to 3:45 pm.

Yours sincerely


Patrick Mulcahy
Principal


Julie Hallett
College Council President

PARENT PAYMENTS

POLICY

Rationale:

- The quality and variety of educational programs offered by our school are enhanced if departmental funds are supplemented by parent contributions made by parents and guardians.

Aims:

- To provide high quality learning opportunities that cater for the needs of all students.
- To ensure that all elements of our practice comply with DET policies and that staff are aware of the policy

Implementation:

- There are three categories of parent payments – essential educational items, optional items and voluntary financial contributions.
 - Essential Educational items are items which parents/guardians pay the school to provide or may provide themselves, if appropriate. These items are essential to support instruction in the standard curriculum program.
 - Optional items are items provided in addition to the standard curriculum program, and are offered to all students. They are provided on a user-pays basis and if parents/guardians choose to access them for students, they will be required to pay for them.
 - Voluntary contributions – parents can be invited to make a donation to the school to support specific programs or as a general financial contribution. Students of parents who have not paid voluntary contributions will not be treated differently from those who have
- School council will make clear distinctions between parent contributions and those materials which parents are required to pay, so that parents are not confused regarding the nature of the contributions.
- School council requests for parent contributions will be kept to a reasonable level and within expectations of the school community.
- School Council will provide all parents with information detailing the purposes for which parent contributions are being collected.
- School council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the principal or Business Manager, with the support of the Student Wellbeing Coordinator. Contact can be made by phone, email or in person. All requests for assistance will be handled discreetly and confidentially.
- All available family support options (e.g. second hand books and uniform), CSEF, State Schools Relief and other community supports will be communicated to parents who may be experiencing financial difficulty
- Parents will be provided with early notice of payment requests.
- Invoices for unpaid essential education items or optional items accepted by parents will be generated and distributed on a regular basis, but not more than once a month.
- Only the initial invitation for voluntary financial contributions and one reminder notice per year will be sent to all parents/guardians.
- Receipts are issued to parents immediately upon payment and receipted on CASES 21.
- Parents can raise any issues or make general inquiries about charges at any time by contacting the Business Manager or Principal.
- This policy will be displayed on the school's website and distributed to parents annually with parent payment requests
- School Council will monitor the implementation of this policy annually, taking into account transparency of process, engagement with parents, how and when it will be reported back to the school community and the timing and processes of review.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle. School Council will review the level and purpose of parent contributions annually.

This policy was last ratified by School Council in....

2016

**CARWATHA COLLEGE P-12
2019 STUDENT CHARGES & FAMILY CONTRIBUTIONS**

YEAR PREP

PAYMENT OPTIONS

- Full amount payment: Due Friday 22nd February 2019
- Instalment plan: Instalment 1 due Friday 22nd February 2019 (first half)
Instalment 2 due Thursday 22nd March 2019 (second half)

Camps, Sports and Excursions fund (CSEF) can be used towards camps, sports, and/or excursions expenses.

ESSENTIAL STUDENTS LEARNING ITEMS	COST	COVERS
Resource Materials	\$60.00	Student planner/diary, ID card, art materials
Excursion Levy Prep	\$100.00	Excursions, incursions and performing arts event
Total	\$160.00	

OPTIONAL ITEMS (USER PAYS BASIS)	
Takari Magazine: School Year Book	\$20.00

VOLUNTARY FINANCIAL CONTRIBUTION (additional contributions are welcome)	
Parents/guardians are invited to make a donation (\$50.00) per family to the College Building Improvement Fund, which provides funds for additional building enhancements. Please nominate how much you would like to donate.	
Parents/guardians are invited to make a donation (\$30.00) per family to the College Site Improvement Fund which provides for student outdoor furniture and grounds improvement. Please nominate how much you would like to donate.	