PARENT PAYMENT POLICY AND IMPLEMENTATION

WARRAGUL REGIONAL COLLEGE

PURPOSE
To ensure that parent payment practices are consistent, transparent and ensure that all children have access to the standard curriculum.

RATIONALE
The Victorian community shares a vision to build an education system that champions excellence and ensures that every child and young person has access to the opportunities to succeed in life, regardless of their background or circumstances.

Schools are best placed to make local decisions which ensure that all students can access a broad range of learning opportunities that support their expectations and promote their aspirations as they move through the education system. Parent contribution, in all forms, assists schools to provide an enriched learning and teaching program for every student and is highly valued by school communities.

Learning and teaching programs vary across schools based on local needs and circumstances and reflect each school's priorities, decisions and resources. This, in turn, informs the parent payment charges approved by school councils that may vary from one school to the next.

WHAT CAN SCHOOLS CHARGE FOR?
The Education and Training Reform Act 2006 provides for instruction in the standard curriculum program to be free to all students in government schools. School councils are responsible for developing and approving school-level parent payment charges and can request payments from parents under three categories only—Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

Essential Student Learning Items are those items, activities or services that are essential to support student learning of the standard curriculum. These are items that the school considers essential for all students and which students take possession of. Parents may choose to provide the items themselves or buy the items from the school where practical and appropriate.

Optional Items are those items, activities or services that are offered in addition to or support instruction in the standard curriculum program. These are provided on a user-pays basis so that if parents choose to access them for students, they are required to pay for them.

Voluntary Financial Contributions

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Parent” in the policy has the same meaning as in the Education and Training Reform Act 2006, which is: ‘parent’, in relation to a child, includes a guardian and every person who has parental responsibility for the child including parental responsibility under the Family Law Act 1975 of the Commonwealth and any person with whom a child normally or regularly resides.
Parents can be invited to make a donation to the school for a general or specific purpose, e.g. school grounds projects, library fund or for new equipment. Only some Voluntary Financial Contributions are tax-deductible.

The attached diagram "Understanding Parent Payment Categories" provides examples of items and materials under each category.

In implementing this policy, schools must adhere to the following principles:

**PRINCIPLES**

- **Educational value:** Student learning, aspirations and wellbeing are paramount when schools determine their parent payments practices
- **Access, equity and inclusion:** All students have access to the standard curriculum program and participation of all students to the full school program is facilitated
- **Affordability:** Cost to parents is kept to a minimum and is affordable for most families at the school
- **Engagement and Support:** Early identification and engagement strategies by the school ensure parents are well informed of the payment options and supports available for those experiencing hardship
- **Respect and Confidentiality:** Parents and students experiencing hardship are treated with respect, dignity, sensitivity and without judgement and the identity and personal information of all parents and students are kept confidential in respect to parent payments
- **Transparency and Accountability:** School parent payment practices are well communicated, clear and transparent and their impact on student programs and families are reviewed by school councils

**COST AND SUPPORT TO PARENTS**

When school councils consider the proposed requests for parent payments the cost is kept to a minimum and is affordable to most parents at the school.

School principals must ensure that:

- items students consume or take possession of are accurately costed
- payment requests are broadly itemised within the appropriate category
- parents are advised that they have the option of purchasing equivalent Essential Student Learning Items themselves, in consultation with the school
- information on payment options is available, accessible and easily understood to all parents so that they know what to expect and what supports they can access
- parents are provided with early notice of annual payment requests for school fees (i.e. a minimum of six weeks' notice prior to the end of the previous school year). This enables parents to save and budget accordingly.
- parents are provided with reasonable notice of any other payment requests that arise during the school year- ensuring parents have a clear understanding of the full financial contribution being sought
- the status and details of any financial arrangements are kept confidential and only shared with relevant school personnel
- parents experiencing hardship are not pursued for outstanding school fees from one year to the next
- use of debt collectors to obtain outstanding school funds owed to the school from parents is not permitted
- there will be only one reminder notice to parents for voluntary financial contributions per year
- Invoices/statements for unpaid essential or optional items accepted by parents are not generated more than monthly or according to the parent payment arrangement with the school.

**SUPPORT FOR FAMILIES**
Families may experience financial difficulties and may be unable to meet the full or part payments requested. Principals and school councils exercise sensitivity to the differing financial circumstances of students and their families when considering parent payment fees. There are a range of support options available to support and assist parents. These can be accessed through “Cost support for families.”

Consideration to hardship arrangements in respect to payment requests is provided to families experiencing long term hardship or short term crisis on a confidential, case by case basis. All schools have written hardship arrangements that include a proactive approach to providing support for parents experiencing financial difficulty.

All parents are provided the name and contact details of a nominated parent payment contact person at the school who they can discuss payment arrangements with.

**ENGAGING WITH PARENTS**
In respect to each school's development of its parent payments, school councils will engage in effective communication with the school community and have strategies in place to ensure they are aware of and understand the needs and views of parents.

**REVIEW OF POLICY IMPLEMENTATION**
Schools will monitor the effectiveness and impact of the implementation of this policy at least annually as part of its ongoing improvement and report back to the school community.

Understanding Parent Payment Categories

Schools

What does the legislation say?

The Education and Training Reform Act (2006) provides for free instruction in the standard curriculum program to all students in government schools. The Act also empowers school councils to charge fees to parents for goods and services provided by the school to a child.

In the Act, a ‘Parent’ includes a guardian and every person who has parental responsibility for a child including parental responsibility under the Commonwealth Family Law Act 1975 and any person with whom a child normally or regularly resides.

What do schools pay for as part of ‘free instruction’?

Free instruction is the teaching staff, administration and the provision of facilities in connection with the instruction of the standard curriculum program, including reasonable adjustments for students with disabilities.

The standard curriculum for Years F-10 means implementation of the Victorian Curriculum F-10.

The standard curriculum for senior secondary schools means a program that enables a student to be awarded a VCE or VCAL qualification.

What principles govern parent payment practice?

Educational Value | Access, Equity & Inclusion | Affordability

Engagement & Support | Respect & Confidentiality | Transparency & Accountability

Parents

What may parents be asked to pay for?

Schools can request payment for Essential Student Learning Items

These are items, activities or services that the school deems essential to student learning of the standard curriculum.

Where practical and appropriate, parents may choose to purchase items through the school or provide their own.

These may also be either:

- Items the student takes temporary or permanent possession of
  - e.g. textbooks, activity books, exercise books
  - stationery, book bags
  - student ID cards, locks
  - cooking ingredients students will consume
  - materials for final products that students take home (technology projects, build-your-own kits, dioramas)
  - Picture Exchange

- Activities associated with instruction that all students are expected to attend
  - i.e. travel, entry fees or accommodation
  - e.g. excursions
  - incursions
  - school sports
  - work placements

Parents can be asked to pay for items, activities and services in the three Parent Payment Categories:

- Essential Student Learning Items,
- Optional Items and
- Voluntary Financial Contributions.

Schools determine how items, activities and services are classified within these categories based on the learning and teaching program of their school.

Voluntary Financial Contributions

- General voluntary contributions
  - e.g. music tuition
  - school magazines
  - class photos
  - graduation dinners
  - materials for extra curricular programs
  - student accident insurance

- Building or Library fund
  - e.g. fees for extra curricular programs or activities, such as instrumental music tuition
  - fees for guest speakers
  - camps, excursions, incursions, sports
  - entry fees for school run performances

- Protected funds
  - school run programs or activities

Activities the student purchases

- e.g. fees for extra curricular programs or activities, such as instrumental music tuition

- Items the student purchases or hires
  - e.g. fees for guest speakers
  - camps, excursions, incursions, sports

- Activities the student purchases
  - e.g. fees for extra curricular programs or activities, such as instrumental music tuition

- Items and/or materials that are more expensive than required to meet the standard curriculum
  - e.g. use of silver in metal work instead of copper
PARENT PAYMENT CHARGES

COLLEGE VALUES
Warragul Regional College has four core values: Community: We take care of each other, Achievement: We strive for excellence, Respect: We respect people and property and Effort: We work hard. We expect all members of our learning community to demonstrate these values everywhere and all of the time.

The College is a leading school in this state in implementing a safe collaborative and inclusive environment with student having a strong sense of belonging, identity, self-worth and voice. Underpinning this commitment is School-Wide Positive Behaviour Support (SWPBS) and membership of the Safe School’s Coalition. These initiatives promote health, wellbeing and social inclusion for every member of the Warragul Regional College community.

Warragul Regional College has a zero tolerance for child abuse.

PURPOSE
To provide parents and the College community with a transparent local policy supported by a easily understood methodology for what the College charges, when charges are incurred and why charges are levied and provide information relating to payment arrangements, family support options, and consideration of hardship.

RATIONALE
The College works hard to keep costs as low as possible, and strives to reduce wastage where ever possible.

We negotiate hard with suppliers and continually test and compare prices for goods and services. We use our size to buy in bulk when appropriate, and seek many comparative quotes from a variety of vendors.

Whilst we aim to keep our financial impact on parents at a minimum, we are very quality conscious and are careful to ensure that price is not the only consideration. Our decisions in all transactions are driven by a combination of price, quality and most importantly educational value for all students.

The College adheres to the principles, intent and spirit of the Department of Education parent payment policy.
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Parent Payment Policy
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This policy will be reviewed in 2017.
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CATEGORY 1: ESSENTIAL STUDENT LEARNING ITEMS

Materials and Services Charge.
Who: All students
This charge helps the College to provide the following to students in providing:
- Class sets of textbooks, and booklets produced by the school intended to replace the need for parents to purchase textbooks for certain subjects.
- Student handbooks, course selection reference materials, ID cards, school magazines and other specialist stationary
- College communications planning and tools such as College website, phone application, SMS communications and newsletters
- Membership of School Sport Victoria and School Sport Victoria Gippsland. This allows the College to enter College sports team in interschool sporting competitions locally and up to Victorian state level
- School house sports days (e.g. transport, admission, facility hire, trophies, etc.)
- Student awards and scholarships provided by the College such as GPA awards (badges, functions, shirts, etc.) Annual year level and curriculum based cash awards and certificates.
- Provision of Compass software to all students and families.
- Onsite student support services such as proactive living programs (e.g. physical and mental health guidance), access to one on one counselling services, and a variety of external presenters from time to time.

Computer network, software and IT support charge
Who: All students
This charge assists the College to provide the following added services to students:
- Network hardware (servers and related technical hardware). This does not include wireless or internet related items
- First level on site student support relating to school software, connection and other low level problems
- Classroom Audio Visual device management and repair/replacement
- Cost of local student management software, (e.g. Firewall software, Internet usage management system, Apple TV accounts, etc.)

Mathematics software
Who: Year 7 – 10 Students
The College mathematics team uses two software systems in place of text books in Years 7 – 10. Not only does the software take the place of a text book, it also greatly increases the variety of curriculum experiences available. This supports the College vision, allowing students to move at their own pace providing differentiated learning targeted at student need rather than a year level/age group.

This policy will be reviewed in 2017.
The school purchases a Mangahigh site licence and a Matheletics site licence which covers all year 7 to 10 students, rather than booklisting the software against each student individually. This has allowed the College to achieve a significantly reduced rate per student, and is far cheaper for the parent than purchasing equivalent text books.

**Padlock**  
**Who:** Year 7 students only  
This covers the purchase of a robust combination lock for student lockers. Parent are asked to cover the cost of their first lock only, the College will provide future replacements for worn or defective locks.  
If a student breaks or loses their lock, they may be asked to pay for a replacement.

**Food Technology**  
**Who:** Year 7 & 8 students  
In food technology, students are asked to prepare foods as a practical demonstration to support learning around the basic characteristics of foods, the skills required in preparation and the importance of hygiene. Students will often eat their work, although this may be dependent upon their level of success.  
This charge covers the costs of foods purchased for use by students, all other costs are borne by the College.

**Technology**  
**Who:** Year 7 & 8 students  
Technology provides students with the opportunity to design, research and evaluate practical projects. This involves the use of IT for design then hands on learning practice. In Year 7 projects are made with wood, metal and plastics and in Year 8 students work with wood, glass, lead lighting and copper foiling. In both year levels, students own and take home their creations.  
Parent contributions contribute to the cost of the materials needed by students to create their projects. All other costs are borne by the College.

**Excursions**  
**Who:** All students  
Excursions are seen as an integral part of the curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at the school. Attendance at curriculum focused excursions is considered compulsory.  
The price of excursions is based on the total cost of transport, admission, and staffing (where student safety dictates the hiring of staff over and above that required in the normal school setting). These costs are shared evenly across students and passed on to parents. Food and other consumables may be included where it is not practical for students to bring their own.  
Parents will be given at least 4 weeks’ notice of excursions covering the intent and cost of the event.
CATEGORY 2 - OPTIONAL ITEMS

College Laptop Program
Who: All students at Year 7 then at parent request through to Year 12

This charge covers:

- Identification of appropriate student device options (minimum 3) and negotiation of reduced price for supply, warranties and insurances based on volume
- Purchase and provision (including loading of school software) of selected student laptop to the student
- Management of all warranty repairs for 3 years
- Management of all accidental damage repairs for 3 years
- Management of any accidental damage claims where the insurance is organised through the College as part of the laptop program
- Provision and maintenance of a loan laptop fleet. These laptops are provided to students without cost when the student’s program device is under repair.

College Bring Your Own Device (BYOD) program
Who: All students not taking part in the College laptop program

Where parents elect not to join the College Laptop Program, they must ensure that their student has access to a device that meets the College minimum specifications. Parents that decide to allow their student to bring their own device (BYOD) may do so, but are responsible for the management of all hardware repairs and costs related to these devices.

The College will provision the student BYOD laptop with the appropriate software without charge, but where a student needs to borrow a loan laptop from the College, a weekly charge will apply to assist the College with meeting the cost of providing and maintaining the loan laptop fleet.

Sport Education
Who: Students who elect to join Warragul Regional College representative sports teams.

The College fields a numbers of teams in a wide variety of sports. These teams represent the College in inter school leagues, with the goal of becoming Victorian state champions.

Representative team sport is heavily subsidized by the College, but we do ask parents to make a token contribution toward the expense of each event. These funds are put toward the cost of team transport, venue hire/entry and provision of first aid supplies and sports equipment.

Camps

The educational value, student experience and overall success of camps are reviewed annually. This can lead to change in the location, nature and structure of future camps as we look to improve the experience for our students. Each camp is designed to meet the needs of particular cohorts of students and therefore can be different for each year level and potentially year upon year.

Planning for each camp commences well in advance (up to a year) and students are involved in the planning process. Precise costs can however take some time to finalise. Whilst the College aims to give parents as
much notice of price as possible, we guarantee a minimum of 3 months’ notice of the financial cost for parents who choose for their students to attend.

The College seeks to achieve the best educational and relationship outcomes for the students at the minimum cost to parents without sacrificing quality of experiences, food and accommodation and will negotiate hard to achieve these outcomes.

The price of camps is based on the total cost of transport, admission, accommodation and staffing (where student safety risk assessment dictates hiring of extra staff for supervision and/or risk mitigation, over and above that required in the normal school setting). These costs are shared evenly across students attending and are passed on to parents. Food and other consumables may be included where it is not practical for students to bring their own. When the College undertakes camp budgeting, the aim is always to break even.

On the rare occasion a surplus arises, the funds are either utilized directly for the benefit of camp attendees (i.e. provide a free excursion, event or celebration) or surplus funds will be returned to payers.

Electives

Students are given the opportunity to select from an extensive list of elective subjects at various year levels. These electives, particularly in senior years, represent a much deeper level of practical curriculum investigation, supply of materials and external services. This can mean that the College may require financial input from parents to ensure the College can deliver the richness of experienced expected by parents and required by School Council.

These charges fall broadly into the following categories:

- Materials utilized to create items or portfolios that they own once complete. This would include:
  - **Visual Arts**: Students require specialist materials and software that they use to create and own their artworks and portfolios of art. Electives that fall into this category are Arts, Studio Arts, Ceramics, Photography, Media and Visual communication & Design.
  - Materials would include a variety of specialist paints, paper and canvas; photographic papers and chemicals, films, ceramic paints and materials.
  - **Technology**: Students require specialist materials and software that they use to create and own their project outcomes. Electives that fall into this category are Product design & technology, Leadlighting, Oxywelding, Woodwork, Food technology, Electronics, Furniture making, Patisserie, Textiles, Working with metals.
  - Materials include wood, metal, glass, specialist gases (Oxywelding), electronic components, parts, textiles and various foodstuffs.

- **Cost of camps and excursions which form part of the curriculum. Electives which fall into this category are Outdoor Education, Duke of Edinburgh and Exploring Melbourne. Costs included are transport, accommodation, Entry costs, membership (Duke of Edinburgh), food, hire of external providers as experts/specialists and supervisors (e.g. Surfing, Kayaking, Whitewater rafting and other activities that require expert external providers involvement for student learning and to ensure student safety).**
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- Learning enrichment tools. This includes parts and consumables needed to demonstrate learning for specialist subjects (e.g., Automotive, Racing Ride ons, Human Powered vehicles etc), specialist classroom texts, software licences, audio visual equipment, Apple computers, DVDs, external high quality printing, etc.

**VET (Vocational Education Training in schools)**

VET courses allow a student to gain a formal qualification in a particular vocational area in addition to their VCE or VCAL studies. The courses are provided at cost by private Registered Training Organisations (RTOs) who have both the specialist skill and are registered to provide the student with formal qualification upon successful completion.

The College and the State government heavily subsidise the cost of these courses (these courses including materials can cost up to $2,750 per student). The College also provides significant extra physical and human resources to help students identify and select courses, including pathways advice/interviews, student visits to RTO facilities, identification of job opportunities, organisation of work placement and management of RTO product quality control.

The table below represents the 2016 outcome and 2017 expectations:

<table>
<thead>
<tr>
<th>Revenue</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Resource Package Income (80 Students @ $1107)*</td>
<td>$88,560</td>
<td>$90,331</td>
</tr>
<tr>
<td>Targeted government VET Support**</td>
<td>$61,598</td>
<td>$61,598</td>
</tr>
<tr>
<td></td>
<td>$150,158</td>
<td>$151,929</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Training Organisation charges (including materials)</td>
<td>$158,433</td>
<td>$162,394</td>
</tr>
<tr>
<td>On site VET/VCAL support staff</td>
<td>$43,317</td>
<td>$44,400</td>
</tr>
<tr>
<td>VET/VCAL Coordination teacher (2 hours per week)</td>
<td>$5,963</td>
<td>$6,112</td>
</tr>
<tr>
<td>VAS administration support staff (Vet component only, 2 hours per week)</td>
<td>$3,405</td>
<td>$3,490</td>
</tr>
<tr>
<td>Materials/excursions</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td>$211,618</td>
<td>$216,896</td>
</tr>
</tbody>
</table>

**Total** $211,618 $216,896

**Shortfall** $61,460 $64,967

* Source: SRP - Core Student Learning Component that may be used to fund the purchase of VET programs [http://www.education.vic.gov.au/school/principals/finance/Pages/srpref056.aspx](http://www.education.vic.gov.au/school/principals/finance/Pages/srpref056.aspx)


Parents are asked to contribute $450 towards this shortfall (covers approx 50-60% of shortfall).

**Instrumental music program**

This policy will be reviewed in 2017.
This program offers students the opportunity to explore their musical passion through specialist tuition, theory and a variety of performance experiences. Students are taught advanced music theory, have weekly lessons with specialist instrumental instructors, join bands/ensembles and perform in a variety of settings both on and off campus.

This program is provided at a one off cost per semester which covers all aspects of the program (including excursions and access to a limited number of specialist instruments). The program is heavily subsidized by the College. Parent contributions support us in sourcing the best quality external instructors, class sets of texts, specialist IT and software, cost of excursions, travel to performances, maintenance of instruments etc.

**CATEGORY 3 – VOLUNTARY FINANCIAL CONTRIBUTIONS**

**TAX DEDUCTIBLE DONATIONS**

**College building fund donation.**
All funds received for the building fund are held in a separate account and are utilised for building works that directly benefits students. The nature of the work will be decided by the students. This will sometimes involve the saving of funds over some years to build up enough funds to do something of significance.

**College library fund donation.**
All funds received for the library fund are held in a separate account and are utilised for the purchase of equipment or other items that that directly benefits students. The nature of the purchase will be decided by the students. This will sometimes involve the saving of funds over some years to build up enough funds to do something of significance.

**NON TAX DEDUCTIBLE DONATIONS**

**Student Wellbeing Donation.**
Funds donated under this category are added to an annual allocation of funds made by the College which is directly utilised to help families and students in need with the purchase of text books and school uniforms.

**Chaplaincy.**
Any donations received assist the College with meeting the cost of providing a full time chaplain at the College.

**Grounds.**
All donations received for the grounds are held in a separate account and are utilised for works that directly benefits students. The nature of the work will be decided by the students. This will sometimes involve the saving of funds over some years to build up enough funds to do something of significance. These funds can also be used to support the building fund ideas where appropriate.

This policy will be reviewed in 2017.
### COLLEGE CHARGES FOR 2017

#### Essential Student Learning Items
- Materials and Service charge: $210
- Computer network, Software and IT Support charge: $60
- Mathematics Software (years 7-10 only): $20
- Padlock (Year 7 only): $15
- Food Technology (Year 7 & 8 only): $60
- Technology (Year 7 only): $25
- Technology (Year 8 only): $50

#### Optional Items
- Laptop Program (see Laptop Program application): Various
- BYOD (Bring your own device) – Cost of borrowing College laptop: $10 per week
- Sport Education – Interschool events: $10 per event
- Camps – Costed annually: Various
- Instrumental Music Program: $230 per semester

#### Electives – Year 9
- Ceramics: $60
- Duke of Edinburgh (Program entry only): $160
- Exploring Melbourne: $70
- Electronics: $25
- Food Technology: $25
- Lead lighting: $25
- Oxywelding: $25
- Woodwork: $25
- World of Food: $70
- Passion Projects (*see below): TBA

#### Electives – Year 10
- Automotive Studies – Racing Ride Ons: $25
- Electronics: $70
- Furniture making: $50
- Food Technology: $70
- Graphics: $60
- Human Development & Nutrition: $60
- Outdoor Education: $295
- Patisserie: $70
- Photography: $60
- Visual Art: $60
- Working with Metal: $50
- Wonderful World of Food: $70

#### Electives – Year 11 & 12
- Arts Units: $60 per unit
- Food & Technology Unit 1 & 2: $70 per unit
- Food & Technology Unit 3 & 4: $95 per unit
Media Units $60 per unit
Outdoor Education $590
Product Design & Technology Units $25 per unit
Studio Arts Units $90 per unit
Visual Communication Design Units $60 per unit
Vocational Education Training (VET) $450 per course

Voluntary financial contributions

<table>
<thead>
<tr>
<th>Contribution</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Building Fund</td>
<td>$30</td>
</tr>
<tr>
<td>College Library Fund</td>
<td>$30</td>
</tr>
<tr>
<td>Student Wellbeing Donation</td>
<td>$30</td>
</tr>
<tr>
<td>Chaplaincy Donation</td>
<td>$30</td>
</tr>
<tr>
<td>College Grounds Donation</td>
<td>$30</td>
</tr>
</tbody>
</table>

*Passion Projects: These electives have been introduced at Year 9 for the first time, commencing 2017. The students are pivotal in the development of their passion projects including course design & planning, goal setting and budgeting. Students will be involved in every step of the budgeting process and any costs for parents that may arise will be agreed in line with the Parent payment policy principles

PAYMENT ARRANGEMENTS AND METHODS

Generally the College asks parents to meet their outstanding amounts or enter into a payment plan by the end of March each year. The College is prepared to enter into formal payment plans with any parent who makes contact and negotiates a mutually agreeable arrangement at any time.

The College is always aware that family financial circumstances can change and will be flexible in altering payment plans promptly to ensure that finance alone will not impact on their students learning or experiences.

Payment plans can be organized to be weekly, fortnightly or monthly to suit parent circumstances. Deferral of payments (or payment holidays) will be considered upon parent request.

Payment plans can be organized to assist with payment of charges, camps, excursions, laptop program and any other College related costs by mutual agreement between the parent and the College.

FAMILY SUPPORT OPTIONS

The College will assist parents in locating internal and external financial support. We will advise parents of known points of financial assistance and help complete documentation where appropriate: Some examples:

- We will help parents to make application for CSEF (Victorian Government Camps, Sports and Excursion Fund) assistance where families qualify.
The College supports a uniform and second hand book shop run by our Parents and Friends Association with the aim of providing high quality low cost uniform to our families. Second hand uniforms and books are available from our shop.

The College also seeks donations of clothing, books and money which are in turn provided to families suffering hardship free of charge.

The College also seeks donations of money which are in turn used to buy books and uniform for families suffering hardship.

We will help parents to make application for State Schools Relief fund assistance to purchase uniform where families qualify.

**CONSIDERATION OF HARASSHIP**

Warragul Regional College has a commitment and responsibility to be responsive to parents who may be experiencing either short term or long term hardship and are unable to make the requested payments. This includes offering options which support and assist those parents.

Consideration of hardship arrangements and concessions are provided to families experiencing long term financial hardship or short-term crisis on a confidential, case-by-case basis. Consideration will be given to the impact on the student and any determination will ensure that outcomes for the student are kept at the forefront of decision-making. This approach provides for an individualised, family-centered and student outcomes focus that necessarily requires thoughtful consideration of each situation.

We encourage parents to meet with our finance team at any time for a confidential discussion. The College will help parents to seek assistance where available, and will stylize arrangements to ensure that students can participate.

Where a child cannot participate in an essential activity or provide an essential student learning item, the College will consider the financial hardship circumstances of the student and make alternative arrangements that provides for the required knowledge and skills to be learned. This will ensure that all children and young people learn the required content necessary to meet the achievement standards in the standard curriculum program.

Our guiding principal is that students will not be disadvantaged from learning experiences through finance alone.

**Finance Team**
Business Manager: Allan Tyers  
Office Manager: Frances Roberts  
Finance Officer: Jane O’Brien  
Phone: 5623 9900  
email tyers.allan.a@edumail.vic.gov.au  
email roberts.frances.f@edumail.vic.gov.au  
email obrien.jane.v@edumail.vic.gov.au

**COMMUNICATION WITH FAMILIES**
This policy will be made available to parents on the school website and via Compass. Hard copies and also available at College administration upon request.

Parents are encouraged to make general inquiries about charges and raise any issues, by contacting the Finance team (contact details above)

MONITORING AND REVIEW OF THE IMPLEMENTATION OF THE POLICY

As part of the Department's and the College commitment to ongoing improvement, and ensuring that the impact of policies and practices on students are assessed in an ongoing way, implementation of the Parent Payment Policy and College practice will be reviewed as follows:

- College council has a key role in ensuring the school level approach to parent payments reflects the shared expectations of the whole school community and is therefore responsible for monitoring effectiveness and impact on parents and students.
- Parent payment policy and the College charges will be reviewed by College council annually.
- College council will monitor the implementation of the policy; identify factors/measures to be taken into account, such as transparency of processes and engagement with parents, how/when it will be reported back to the school community, and timing and processes of review.

Date of approval by School Council 16 November 2016