



*Community—Ownership—Respect—Excellence*

*Excellamus: Let us excel*

Dear parent/guardian,

*Cohuna Secondary College* is looking forward to another great year of teaching and learning and would like to advise you of *Cohuna Secondary 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 *e.g. a wider offering of subjects and special curriculum experiences including upgrade of our technology equipment; more class sets of text books so parents don't have to supply, enhanced digital learning opportunities; faster WIFI and internet service.*

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

Yours sincerely,

*FIONA MILLER, Principal*

MATTHEW HAWKEN, School Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Year 10 Student ID Card	\$5.00
<p><b>Year 10 classroom consumables, materials &amp; equipment</b></p> <ul style="list-style-type: none"> <li>• Adventure Fitness—use of specialised equipment (\$20.00)</li> <li>• Applied Arts—paints, brushes, specialised drawing pencils, poster paper (\$20.00)</li> <li>• Automotive Customs—engines, diagnostic tools, parts (\$25.00)</li> <li>• Practical Art—paints, brushes, specialised drawing pencils, poster paper (\$20.00)</li> <li>• Custom Graphics Art—specialised computer software &amp; printers (\$20.00)</li> <li>• Fashion Design and Construction—drafting equipment, fabrics, thread, zip (\$35.00)</li> <li>• Food Studies—Healthy Australians—ingredients for weekly take home cooking (\$40.00)</li> <li>• Food Studies—Product Development—ingredients for weekly take home cooking (\$40.00)</li> <li>• French-Semester 1 and 2—use of specialised text provided (\$30.00)</li> <li>• Gourmet Farmer—use of food preserving equipment &amp; speciality foods (\$40.00)</li> <li>• Outdoor Education—use of specialised equipment (\$20.00)</li> <li>• PD&amp;T—Metalwork—materials, use of welders &amp; 3D printers (\$30.00)</li> <li>• PD&amp;T—Wood—nz pine, dowels &amp; varnish (\$30.00)</li> <li>• SEPEP—use of specialised equipment (\$20.00)</li> <li>• Sport &amp; Recreation—use of specialised equipment (\$20.00)</li> </ul>	\$
Year 10 ICT Devices – provision of devices from the shared classroom sets	NIL
Year 10 Printing and photocopying of worksheets and learning materials	NIL
<p>Year 10 Whole school events</p> <p>Athletics carnival - entry and transport</p> <p>Swimming carnival – entry and transport</p> <p>Summer/Winter Sports</p>	TBC
Other Contributions - for non-curriculum items and activities	Amount
ICT equipment and support (\$50.00)	\$
Student wellbeing/chaplaincy programs (\$10.00)	\$
Library maintenance and purchases (\$20.00)	\$
School grounds maintenance and improvements (\$10.00)	\$
<b>Total Amount</b>	\$

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
School 'Meander' magazine	\$22.00 (incl gst)	
Optional Year 10 school camp	TBC	
Optional Year 10 private music lessons	FREE	
Optional school photos		
Optional School Jacket (\$79.00 and/or Sports Tshirt (\$30)		
Optional excursions and incursions		
<b>Total Extra-curricular Items and Activities</b>		\$
Category		
<b>Curriculum Contributions</b>		\$
<b>Other Contributions</b>		\$
<b>Extra-Curricular Items and Activities</b>		\$
<b>Total due to Cohuna Secondary College</b>		\$



#### Educational items for students to own:

Attached is a Booklist of items that the school recommends you purchase from **Campion Education** for your child to individually own and use. *Booklists are required to be purchased online by each individual @ [www.campion.com.au](http://www.campion.com.au) and paid for when ordering. Orders due by 15th December 2023 and collected at Cohuna Secondary College on Tuesday 23rd January 2024.*

#### Payment methods:

XUNO (using family log in) or Cash to the College

#### 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 Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.*

#### Financial Support for Families:

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

- ⇒ Camps, Sports and Excursions Fund (CSEF for eligible parents/carers)
- ⇒ Families can also begin a payment plan ie. \$10.00 per week/fortnightly via XUNO

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

**Bernadette Penglase, Business Manager**

Ph: 03 5456 2555 | Email: [Bernadette.Penglase@education.vic.gov.au](mailto:Bernadette.Penglase@education.vic.gov.au)

# 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.