



December 2023

Dear Parents/Guardians

Parent Payment Policy 2024

Swinburne Senior Secondary College would like to advise you of the 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.

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

Swinburne Senior Secondary College Council is extremely proud of the programs and modern facilities that it can offer. This is only possible with the financial support of past and present families. We rely on your contributions to fund the specialist programs and facilities. We are very appreciative of the generosity of parents who can support the College through these payments.

Parent contributions support Swinburne Senior Secondary College in providing a curriculum that is relevant, challenging, and comprehensive.

Students enjoy first class facilities that provide an exceptional young adult learning environment, enabling students to focus their learning on their values, attitudes, and needs. The College has been identified by the Victorian Qualification Authority as a centre for excellence in the Arts and the exemplary learning spaces in the visual and performing arts and in design and technology are powerful inducements to prospective students.

Swinburne is large enough to offer a broad range of programs, yet also of a size where individual needs can be accommodated, and the welfare of students can be ensured. The College offers a comprehensive mentor program, which provides support and guidance to all students and our Careers and Pathways Adviser provides programs to assist students in setting and achieving goals for learning and employment.

The Department of Education and Training provides funding that only covers the basic curriculum. To provide the facilities and programs as mentioned above and a framework that continuously improves student learning and outcomes, the College requires your financial support. The allocation of funds is in line with the Department of Education and Training guidelines.

The College Fund forms an integral part of budgetary requirements of the College ensuring the provision of careers' resources, mentoring programs, library resources, extra-curricular activities and events, College buses, Breakfast Club, Compass (school management platform), and ICT support/technology that enhance and support learning outcomes for all students.

Financial support for the Library and Building Funds (both of which are tax deductible) enable the upgrade and maintenance of buildings and grounds and library resources. The College is very appreciative of all contributions, and we thank you for your generosity.

Financial support for the Music Fund will go towards the purchase of musical instruments.

Payment and Policies

Swinburne Senior Secondary College school leadership team and the School Council work hard to ensure costs to families are kept as low as possible, whilst also striving to provide an education of the highest quality. There has been no increase to the suggested contributions for 2024.

Payment can be made at the General Office when you attend the College to complete the enrolment documents or via the Compass Parent Portal.

The College encourages parents to make full contributions by **31 January 2024**.

CSEF

Camps, Sports, and Excursion Fund (CSEF) assistance is available for families with a valid Healthcare or Pensioner Concession Card. The College will send communication to families regarding this in the new year.

Payment and Financial Support for Families

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

- The Camps, Sports, and Excursions Fund
- Payment Plans
- Instalment Plans

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Amanda Weber on 8862 4400 or amanda.weber@education.vic.gov.au.

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 and any other relevant information.

Yours sincerely

Daryl Bennett
Principal

Curriculum Consumables

Financial contributions for curriculum items and activities which the College deems necessary for students to learn the Curriculum. Includes classroom consumables, materials, and equipment. Please contribute to those subjects that your child is studying.

Curriculum Consumables – items and activities that students use, or participate in, to access the Curriculum. The charge covers the following items: printing, photocopying, workbooks, worksheets, online subscriptions, and classroom materials

Subject	Amount
Business	\$100.00
English	\$100.00
Humanities	\$100.00
Mathematics	\$100.00
Performing Arts	\$100.00
Product Design and Technology	\$100.00
Science	\$100.00
Visual Arts	\$100.00
Vocational Major / VET	\$200.00

Other Contributions

Parents can make a contribution to the College, which forms an integral part of budgetary requirements of the College ensuring the provision of new teaching equipment, ICT technology and support, first aid supplies, College buses, wellbeing counselling, career counselling, grounds maintenance and improvements, and programs that enhance and support learning outcomes for all students. Parents can also contribute to the Library Fund and Building Fund, which are both tax deductible. The Arts Fund provides state of the art resources including 3D printers, new kilns, and photography equipment.

Suggested amounts are as follows:

Other Contributions – for non-curriculum items and activities	Tax Deductible	Amount
College Fund	No	\$500.00
Building Fund	Yes	\$250.00
Library Fund	Yes	\$50.00
Arts Fund	No	\$150.00

Extra-Curricular Items and Activities

Swinburne Senior Secondary College offers a range of items and activities that enhance or broaden the schooling experience of students and are beyond what the College provides for free to deliver the Curriculum. These are provided on a user-pays basis and payment must be made for prior to the item being delivered or commencement of the activity. Other extra-curricular activities will be confirmed in 2024.

Extra-Curricular Items and Activities	Amount
Optional College Magazine	\$20.00
Optional Instrumental Music Lessons	\$600.00
Other optional camps, excursions and activities may be scheduled during the year and	TBA

Educational items for students to own

Please refer to the College's website for a list of items that the College recommends you purchase from Champion for your child to individually own and use.

<https://sssc.vic.edu.au/student-resources/booklists>

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 standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- 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.