

Dear parent/guardian,

Sandringham College is looking forward to another great year of teaching and learning and would like to advise you of Sandringham 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 is through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school your support has allowed us to provide an outstanding teaching and learning program. We believe in academic excellence and developing young people of character, and our programs focus on providing opportunities for all students to be exceptional. Money contributed by parents provides the following to all students:

- Opportunities for students to participate in rich practical activities across all subjects whether they be in the Arts, Performing Arts, Technology, Physical Education or VCAL
- Provision of quality ICT resources that support excellence in teaching and learning and ensure that students are learning within a 21<sup>st</sup> century framework
- Ability to target student learning to point of need whether this be through extension or additional classroom support
- A Life-skills program and additional wellbeing staff across our school to ensure that every child is supported with positive mental health, study, and social skills education

Finally, thank you for your ongoing generosity in supporting the College to maintain our aging and much-loved facilities. Projects completed in the last five years using parent contributions, and with no financial input from the Department of Education, have included:

- The 2018 Bluff Road Campus Library Upgrade
- Purchasing of new furniture and shelving for both libraries
- General garden and ground upgrades at both campuses
- Purchasing of new furniture for classrooms, wellbeing spaces and offices at both campuses
- Painting, carpeting and general small classroom upgrades at both campuses

Thanks to the generous support of parents and the community we have managed to raise 75% of the finances required to install air-conditioning in our School Theatre where internal temperatures reach up to 40 degrees centigrade in summer. The theatre is used for teaching, assemblies, student briefings, parent information evenings, incursions and performances and is accessed by all students across their time at the College. With the support of our school and broader community we look forward to completing the installation of the air-conditioning in 2024.

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

Yours sincerely,



**Amy Porter - College Principal**



**Andrew Barlow - School Council President**

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum		
CORE (VM/VPC students please refer to VM/VPC Section in yellow below)		Amount
<b>VCE EXAM AND REVISION PACK</b> - VCE Students only Practice exams, practice GAT, trial exams and revision materials for all subjects		\$110
Student card		\$10
<b>Total</b>		<b>\$120</b>
ELECTIVE	Amount	Tick if applicable
<b>ART/DESIGN/TECHNOLOGY</b>		
<b>Art: Making and Exhibiting</b> - requisite materials related to student choice of medium to complete work for School Assessed Task (SAT). Shared class materials, bound class notes and printed worksheets/academic resources.	\$120	
<b>Visual Communication and Design</b> - requisite materials related to student choice of medium to complete work for School Assessed Task (SAT). Shared class materials, bound class notes and printed worksheets/academic resources.	\$105	
<b>Media</b> - requisite materials related to student choice of medium to complete work for School Assessed Task (SAT). Shared class materials, bound class notes and printed worksheets/academic resources.	\$75	
<b>Food Studies</b> - food items such as flour, vegetables, fruits, herbs, spices, sauces, meat, dairy and poultry for practical classes	\$150	
<b>HUMANITIES/COMMERCE</b>		
<b>Accounting</b> - shared class materials and printed worksheets/academic resources.	\$20	
<b>Business Management</b> - shared class materials, bound class notes and printed worksheets/academic resources.	\$25	
<b>Legal Studies</b> - shared class materials, bound class notes and printed worksheets/academic resources.	\$20	
<b>History</b> - shared class materials, bound class notes and printed worksheets/academic resources.	\$20	
<b>Sociology</b> - shared class materials, bound class notes and printed worksheets/academic resources.	\$20	
<b>ENGLISH - photocopied worksheets and class materials</b>		
<b>English</b> - shared class materials, bound class notes and printed worksheets/academic resources.	\$25	
<b>English Language</b> - shared class materials, bound class notes and printed worksheets/academic resources.	\$25	
<b>English Literature</b> - shared class materials, bound class notes and printed worksheets/academic resources.	\$25	
<b>HEALTH AND PHYSICAL EDUCATION</b>		
<b>Health &amp; Human Development</b>		
<ul style="list-style-type: none"> <li>shared class materials, cue cards, study card boxes and printed worksheets/academic resources</li> <li>birthing Kit – students prepare and send kits to 3<sup>rd</sup> world countries as learning activity</li> </ul>	\$70	
<b>Physical Education</b>		
<ul style="list-style-type: none"> <li>shared class materials, bound class notes and printed worksheets/academic resources</li> </ul>	\$50	
<b>LANGUAGES</b>		
<b>French</b> - shared class materials, bound class notes and printed worksheets/academic resources	\$15	
<b>MATHEMATICS</b>		
<b>Methods</b> - shared class materials, bound class notes and printed worksheets/academic resources.	\$30	
<b>General</b> - shared class materials, bound class notes and printed worksheets/academic resources.	\$30	
<b>SCIENCES</b>		

<b>Biology</b> - Chemicals, organic materials, minerals, model making materials, shared class materials, bound class notes and printed worksheets/academic resources	\$50	
<b>Chemistry</b> - Chemicals, organic materials, minerals, model making materials, shared class materials, bound class notes and printed worksheets/academic resources	\$50	
<b>Physics</b> - Model making materials, shared class resources and materials, bound class notes and printed worksheets/academic resources	\$40	
<b>Psychology</b> - Chemicals, organic materials, minerals, model making materials, shared class materials, study design dot point booklet and printed worksheets/academic resources	\$50	
<b>PERFORMING ARTS</b>		
<b>Theatre Studies</b>		
<ul style="list-style-type: none"> <li>• Scripts &amp; Licence for VCE Production Outcome 3.1</li> <li>• Full script and educational resource pack for Outcome 3.3</li> <li>• Full script and educational resource pack for Outcome 4.3</li> <li>• Costumes / Props / Make up / Set and lighting/sound resources for VCE Production</li> <li>• Shared classroom resources and photocopied worksheets/academic resources</li> </ul>	\$130	
<b>Total</b>		\$
<b>VOCATIONAL MAJOR/VICTORIAN PATHWAYS CERTIFICATE (VPC)</b>		<b>Amount</b>
<b>Literacy</b> - Shared classroom resources and photocopied worksheets/academic resources as required		\$20
<b>Numeracy</b>		
<ul style="list-style-type: none"> <li>• Cooking materials for activity</li> <li>• Construction materials for activity</li> <li>• Dissection materials</li> <li>• Shared classroom resources and photocopied worksheets/academic resources as required</li> </ul>		\$53
<b>Work Related Skills</b> - Shared classroom resources and photocopied worksheets/academic resources as required		\$50
<b>Personal Development</b> - Shared classroom resources and photocopied worksheets/academic resources as required		\$50
<b>External training</b> - provision of sessions by external providers		\$250
<b>Trial GAT</b>		\$10
<b>Student card</b>		\$10
<b>Total Amount</b>		<b>\$443</b>
<b>Other Contributions - for non-curriculum items and activities</b>		<b>Amount</b>
<b>Student/Parent Communication tools</b>		
<ul style="list-style-type: none"> <li>• COMPASS modules - parent teacher interviews, chronicle</li> <li>• parent newsletter</li> </ul>		\$30
<b>Enhanced wellbeing support</b>		
<ul style="list-style-type: none"> <li>• Employment of 4 full-time qualified wellbeing staff (Only 1 wellbeing staff member funded by DET)</li> <li>• Employment of an attendance officer (1 at each campus)</li> </ul>		\$50
<b>First aid equipment and items for students</b>		\$10
<b>School grounds maintenance and improvements including employment of staff</b> to ensure the maintenance of the College grounds and facilities and effective operation of the College (not funded by DET) including School Gardener and School Handyman.		\$100
<b>Family Assistance Fund</b>		
A contribution to support families in our community in financial need.		\$30
<b>Total Amount</b>		<b>\$220</b>
<b>Tax deductible contributions</b>		

<b>Building (Theatre) Fund</b> - A tax-deductible contribution to support the renovation of our Theatre including the installation of air conditioning in the theatre, upgrade of change rooms and renewal of theatre equipment.	\$100
<b>Library Fund</b> - A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$50
<b>Total Amount</b>	<b>\$</b>

## Educational items for students to own

Attached is a list of items that the school recommends you purchase from **Campion** for your child to individually own and use.

## Extra-Curricular Items, Activities and Academies

Sandringham College offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the basic Curriculum. These are provided on a user-pays basis. Academy programs are select entry only.

If you would like to purchase an item or activity for your child, please follow the program enrolment process and make payment via Compass Event by the due date as indicated.

Extra-Curricular Items and Activities	Amount	Purchase
Year 12 Formal	\$110	
Year 12 Top	\$100 - \$150	
Optional Instrumental Music Lessons:		
1 <sup>st</sup> Instrument	\$790	
2 <sup>nd</sup> Instrument	\$450	
Ensemble only	\$190	
Instrument hire	\$220	
<b>Total Extra-curricular Items and Activities</b>		<b>\$</b>

## Total Amount

Category	
Curriculum Contributions – Core VCE	\$120
Curriculum Contributions – Core Voc. Major/VPC	\$443
Curriculum Contributions - Elective	\$
Other Contributions	\$ 220
Tax Deductible Contributions	\$
Extra-Curricular Items and Activities	\$
<b>Total Amount</b>	<b>\$</b>

## Financial Support for Families

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

- Access to **State Schools' Relief Committee** support for clothing/uniforms (via College wellbeing team)
- The **Camps, Sports and Excursions** which provides payments for eligible students to attend camps, sports and excursions
- **Family Assistance Fund** - support families in our community in financial need with the purchase of resources

- **PTF Second-hand Uniform Shop** – contact General Office on 8599 0500

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact the school and speak to our Wellbeing Team or Business Manager; alternatively, you may like to speak to your child's Year Level Leader.

**Ph:** 8599 0500 / **Email:** sandringham.co@education.vic.gov.au

## Payment methods

We would appreciate payment by 15th February 2024. Payment by this date allows the College to effectively plan for classes and to adjust curriculum as required to ensure that the program is financially viable.

- Full payment to be made via Compass (recommended)
- Full payment to be made via BPay or cheque/cash/EFTPOS/credit card at offices
- Payment Plan – following parents' feedback we have set up 2 payment plans for 2024:
  - 1) 5 equal monthly instalments: starts on 15th Dec 2023 then continues in 2024 on 10/3, 10/4, 10/5 and 10/6 (NOT January and February)
  - 2) 10 equal fortnightly instalments: starts on 15th Dec 2023 then continue in 2024 on 10/2, 25/2, 10/3, 25/3, 10/4, 25/4, 10/5, 25/5 and 10/6 (NOT January)

**Note:** these plans are set up using the Compass online system - parents to choose via Compass from December 2023

## Refunds

Parent requests for refunds are subject to the discretion of the school and made in accordance with the Sandringham College Refund Policy. 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.

# 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.