



MONTMORENCY
SECONDARY COLLEGE

1st November, 2023

Dear Parent/Guardian,

Montmorency Secondary College welcomes you and is looking forward to another great year of teaching and learning and would like to advise you of Montmorency Secondary College's voluntary financial contributions for 2024 (attached).

Schools provide students with free instruction to fulfil the standard curriculum requirements 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.

Montmorency Secondary College School Council and College Finance Committee work closely with the Principal Team and Business Manager to ensure that parental contributions are kept to a minimum and affordable to families. The Council and Committee closely monitor all revenue received, and ensure it is managed appropriately and used for the purposes for which it is raised, to improve student outcomes and wellbeing.

We want to thank you in advance for all your support. This will make a huge difference to our College and the programs we can offer.

For further information on the Department's Parent Payments Policy please see a one-page overview attached to the 2024 Year 7 Voluntary Financial Contributions.

Yours Sincerely,

Frances Ibbott
Principal

Montmorency Secondary College

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Total
<p><i>Year 7 Student Resources</i></p> <ul style="list-style-type: none"> • <i>Year 7 Student ID Card (\$15)</i> • <i>Year 7 Student Planner (\$20)</i> <p><i>Year 7 Subject Consumables, Classroom Materials & Activities</i></p> <ul style="list-style-type: none"> • <i>Art (\$60) - Materials to produce a lino printing plate, collaged painting, clay pinch pot and clay sculpture</i> • <i>Food Tech (\$45) - Materials for rock cakes, sausage rolls, apple pie, beef tacos and fruitcake pudding</i> • <i>Wood Technology and Metal Technology (\$35) - Materials to produce pencil case, key tag, and nickel band ring</i> <p><i>Year 7 Online Subscriptions</i></p> <ul style="list-style-type: none"> • <i>Literacy Planet (\$35) - a platform that empowers students. It provides educators with the tools to create personalised learning pathways that scaffold the literacy skills of every student, no matter their age or ability. It also provides students with real-time feedback so as they can quickly see where they have made errors, and how what they know corresponds to what they need to know.</i> <p><i>Year 7 printing credit to students, and photocopying of worksheets and learning materials provided (\$30)</i></p>	\$ 240.00

Other Contributions - for non-curriculum items and activities	
<i>Year 7 Padlock (Distributed to students the first day of Term 1, 2024)</i>	\$ 50.00
<p><i>Student and Parent Communication Tools (\$40)</i></p> <p><i>School Sports Victoria Affiliation (\$15)</i></p> <p><i>Student Wellbeing Programs (\$50)</i></p> <p><i>First Aid Equipment (\$25)</i></p> <p><i>School Grounds Maintenance and Improvements (\$50)</i></p>	\$ 180.00
Total Other Contributions	\$ 230.00

Tax deductible contributions	
<i>Building fund.</i> <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</i>	\$ 60.00

Educational items for students to own

In the 2024 Year 7 booklist you will find a list of books and items that the school recommends you purchase from North of the Yarra for your child to individually own and use.

Extra-Curricular Items and Activities – provided on a user-pays basis

Montmorency Secondary College offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum. Further extra-curricular items and activities will be added throughout the year.

Extra-Curricular Items and Activities	Amount	Total
<i>School Magazine / Yearbook (Distributed in February 2025)</i>	\$ 29	
<i>Optional Year 7 School Camp</i> *\$250 CSEF Funding available for eligible CSEF students	\$ 310	Payable In 'Events' section of Parent Portal
<i>Optional Year 7 Whole School House Swimming carnival – entry and transport (\$15)</i>	\$ 15	Payable In 'Events' section of Parent Portal
<i>Optional Year 7 Whole School House Athletics carnival – entry (\$8)</i>	\$ 8	Payable In 'Events' section of Parent Portal
<i>Optional Year 7 Interschool Sports program</i> *Each student who participates in an interschool sporting event will be required to pay \$17 per event prior to the day of the event.	\$ 17	Payable In 'Events' section of Parent Portal
<i>Optional Year 7 Private Music Lessons</i>	TBA	
<i>Other optional Year 7 excursions and incursions – to be scheduled</i> *CSEF Funding available for eligible CSEF Students		
Total Extra-curricular Items and Activities		

Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities
- The College's Student Wellbeing Coordinator works with families in need.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact the College Business Manager, Lisa Ball, on 9422 1500 or by email at lisa.ball@education.vic.gov.au

Total

Category	Total
Curriculum Contributions	\$
Other Contributions <i>(Non-tax deductible)</i>	\$
<i>(Tax-deductible)</i>	\$
Extra-Curricular Items and Activities	\$
Total	\$

Payment Methods

Preferred Method:

- I have made payment via the Compass portal (This form is not required to be returned).
- Please take payment from the following card (Return to General Office).

CREDIT CARD INFORMATION	
Credit Card Type: Visa Mastercard	
Credit Card Number: _____	
Expiry Date: _____ / _____	
CCV No: _____ <i>(Three digits on the back of credit card).</i>	
Name on Card: _____	
Authorised Signature: _____	Date: _____
Contact Phone Number: _____	

Refunds

Parents' requests for refunds are subject to the discretion of the College and made on a case-by-case basis. Refunds will be provided where the College 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.