



## RINGWOOD SECONDARY COLLEGE

### Parent Payment Arrangements 2024

Dear Families,

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

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 during your time with the College. This has made a huge difference to our school and the programs we can offer. During 2023 this has included upgrading of classroom facilities, renewal of teacher learning supports and an increase in access to tactile aides to support learning.

Schools provide students with free instruction to fulfil the standard curriculum requirements and we want to assure you that all contributions are voluntary. Families are asked to please review the recommended financial contributions detail here within for an indication of contributions for your child/ren.

Contributions in full are welcome while instalments (recurring contributions) are also an option.

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

Yours sincerely,

*Rosina Fotia*  
Principal

Teresa Lodge  
School Council President

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum		
	Year Level	Amount \$
<b>General classroom materials &amp; equipment</b>		
• Materials, Equipment & Service	7-12	400
<b>Provision and upkeep of school devices, peripherals, ICT</b>		
• IT Support		90
• iPads and Laptops school software installation that enables IT to provide all school software on student devices		50
<b>Photocopying and printing for students</b>		
• Printing & copying all year levels	7-12	50

<b>Other Contributions</b> Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives		
	Year Level	Amount \$
<b>First Aid and hygiene costs</b>		
• First Aid Attendant	7-12	50
<b>Student and parent communication tools</b>		
• Compass parent communication	7-12	40
<b>Enhanced wellbeing support</b>		
• Chaplaincy Support Program		50
<b>School buildings and grounds maintenance and enhancement</b>		
• "Raise the Roof" Building Fund Tax Deductible contributions*	7-12	100
• Grounds		55
<b>Total Amount</b>		\$

\***Building Fund:** School council has requested these donations to undertake building works, building maintenance, purchase of major capital items and installation infrastructure e.g. Support for improved ICT delivery throughout the College. This work is not generally funded through the state Government budget process.

### Extra-Curricular Items and Activities

Ringwood Secondary 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 Curriculum. These are provided on a user-pays basis.

<b>Optional items to keep</b>		
• Student Accident Insurance	7-12	32
• College Yearbook	7-11	31
• College Yearbook – Digital copy	7-11	15
<b>Private instrumental music lessons and instrument hire (Select)</b>	7-12	
• Music Choir Levy	Via a separate Compass event	210
• Music Program Levy	Via a separate Compass event	550
<b>Other optional camps and excursions &amp; activities to be scheduled</b>		
• optional camps and excursions	Via a separate Compass event	TBA
<b>Optional items within subjects</b>		
• High cost items within subjects – parents will be billed via compass events	Via Compass	TBA

### Educational items for students to own

Below is a list of items that the school recommends you purchase from third party providers for your child to individually own and use.

Educational items for students own use	Amount	
Text Books per book list available from Champion Australia	Refer to book list	
One to one Device program – iPad Year 7 only: available from JB Hi fi Australia	\$ Options	
One to one Device program – laptop Year 10 only: available from JB Hi fi Australia	\$ Options	

## Payment arrangements and methods

2024 School approved contributions are available to pay on Compass and is Ringwood Secondary College's preferred method of payment.

Parents will be provided with early notification of annual payment requests. Reasonable notice will be given for any other payment requests during the year (i.e. excursions on Compass).

Parents will be permitted to pay in full or instalments via Compass; we also provide several other methods of making payment including, cash, cheque, EFTPOS. Parents are able to enter into confidential payment arrangements by contacting Linda Wheeler on 9870 2002 or [finance@ringwoodsc.vic.edu.au](mailto:finance@ringwoodsc.vic.edu.au).

## Family support options

There are a number of support options available for parents including, but not limited to;

- Second hand books and uniform sales [www.sustainableschoolshop.com.au](http://www.sustainableschoolshop.com.au)
- Day User Laptop Program
- Camps, Sports & Excursion Funding (CSEF) available to eligible parents
- State Schools Relief support available for uniforms/footwear/calculators/textbooks (via the College Wellbeing team)
- Local community support (Wellbeing team can provide further information)

Information regarding support options is available from the Administration Office and will be advertised periodically in the College Newsletter and on the website.

## Consideration of hardship

The College understands that families may experience financial difficulties or hardship at times and may be unable to meet full or part payments requested. Families are invited to contact Linda Wheeler to make payment arrangements or alternatively, can contact the Wellbeing team for a confidential discussion and information regarding support options.

## 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.

## Communication with families

The Parent Payment Policy is published on the College website. It will also be distributed to families each year along with the annual payment request.

General enquiries regarding parent charges may be made to the College 9870 2002. Concerns should be directed in the first instance to Linda Wheeler, or email [finance@ringwoodsc.vic.edu.au](mailto:finance@ringwoodsc.vic.edu.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 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.