WERRIBEE SECONDARY COLLEGE

Duncans Road, Werribee,
Victoria 3030, AUSTRALIA

**Phone:** 9741 1822
**Email:** werribee.sc@education.vic.gov.au
**Web:** werribeesc.vic.edu.au

Dear parents

This letter provides information about voluntary contributions you can make to support Werribee Secondary College for 2027 and other payments you can choose to make.

Victorian government schools provide free instruction. This means all students have free access to all items, activities and services that schools use to deliver the curriculum, including reasonable adjustments to support students with disability.

Some families choose to make a voluntary financial contribution to support the school, and we are very grateful for this support. Making a voluntary contribution is your choice. There is no expectation or pressure for families to contribute.

Werribee Secondary College offers a range of items and activities that are additional to the free instruction provided to all students at our school. Financial help is available for extra-curricular items and activities if you are experiencing financial hardship (see further details under Financial Help for Families in the attached information).

For a confidential discussion about how to access the financial help available, please contact:
Scott Tanner, 03 9741 1822, werribee.sc@education.vic.gov.au

If you need an interpreter, please contact 03 9605 3053 and give our school's phone number 03 9741 1822. An interpreter can help you speak with us. This service is free. For more information, please see How to use an interpreter to contact your school.

For more information on the Department of Education's Parent Contributions policy please see the information attached. You can read the full policy at Parent Contributions: Policy | education.vic.gov.au.

Yours sincerely

Amanda Mullins
Principal

Damian Marinaro
School Council President

**WERRIBEE SECONDARY COLLEGE 2027 PARENT CONTRIBUTIONS ARRANGEMENTS – Middle School**

**Voluntary contributions**

If you are the carer of a student in out-of-home care or hold a financially means-tested card (such as a healthcare card), please ignore the invitation to make voluntary contributions.

We encourage any family experiencing financial hardship to contact the school for information about the financial help available for extra-curricular activities like camps and excursions.

| **Voluntary contributions** | **Suggested amount – parents can contribute more or less** | **Amount** parent to complete] |
|---|---|---|
| **Voluntary contributions** to enhance our school's range of programs, resources and environment. | **$350** | $..... |

**Extra-curricular items and activities**

Werribee Secondary College offers a range of optional items and activities that are additional to the free instruction provided to all students at our school. Accessing these items and activities does require payment, but financial support is available (see further details under Financial Help for Families below).
Example extra-curricular items and activities include:

- optional activities, camps, excursions and programs
- alternative forms of instruction including the International Baccalaureate
- social events like formals.

We have provided confirmed or indicative costs of known extra-curricular items and activities below. Payment for extra-curricular items and activities with a confirmed cost can be made now or later. Payments can also be made via instalment.

Please contact the school for advice on financial help available for extra-curricular items and activities.

| **Extra-curricular items and activities** | **Indicative cost** | **Confirmed cost (where known)** | **Parent/carer to select** |
|---|---|---|---|
| Yearbook | $25 | TBD | |
| **Total Extra-curricular Items and Activities** | | | |

**Learning materials for students to own**

Booklist items:
You can choose to buy learning materials for your child to individually use and own. These items can be bought from any supplier.

Werribee Secondary College has an arrangement with the following supplier for the materials that you can buy: JP Books

If you do not buy these items, your child will still be provided with what they need, however they may not be provided with these items to own, or keep, on an individual basis. If you wish to buy items through the supplier, please go to: JP Books OR recommended list will be provided and published on our website when finalised.

If you would like to buy items to own that are not from this supplier, you can contact our library staff on libadmin@staff.werribeesc.vic.edu.au for information about editions of textbooks and/or calculator specifications that will be used. This is also available on the JP Books website.

Digital subscriptions:

Werribee Secondary College uses the below digital subscriptions for learning in select subjects. You can buy a subscription directly if you want:

- Stile can be purchased from JP Books for $32.00

If you do not buy a subscription, your child will be provided with access to what they need for their learning.

Digital devices:

Werribee Secondary College uses digital devices to support learning. You can buy a device for your child to own. If you do not buy a device, your child will be provided with access as they need for their learning, but it may not be one-to-one, to take home, or to keep.
You can find information about the digital devices our school recommends, including minimum device specifications, at Parent & Student Information - Werribee Secondary College under BYO

**Financial help for families**

Werribee Secondary College understands families can experience financial difficulty. Help is available, including:

- Camps, Sports and Excursions Fund – this program provides funding for eligible students, including those in out of home care, and holders of eligible financially means-tested cards (such as health care cards), to attend activities like camps, sporting activities, excursions and incursions that are offered on a user-pays basis.
- Affordable School Uniforms - delivered by State Schools Relief, this program helps cover costs such as school uniforms, shoes, and other essential school items where families are experiencing financial hardship or short-term crisis.
- Payment plans
- Second-hand book and Uniform sales available through: Sustainable School Shop

Applications for support from the Camps, Sports and Excursions Fund and State Schools Relief are submitted by the school - please contact us to discuss these and other financial help.
For a confidential discussion about how to access financial help, please contact:
Scott Tanner Ph: 03 9741 1822 | Email: werribee.sc@education.vic.gov.au

**Payment methods**

Werribee Secondary College payment methods:

If you want to make voluntary contributions via Compass, over the phone or in person throughout the year, you can:

- decide when to make each contribution
- choose the amount of each contribution.

**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 in line with the schools Refund Policy (available on the website) where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department of Education's Parent Contributions policy and guidance, Financial Help for Families policy, and any other relevant information.

# PARENT CONTRIBUTIONS POLICY

## Information for families

### FREE INSTRUCTION

Schools give students free instruction in the curriculum. This includes:

- Free access to all items, activities and services that schools use to deliver the curriculum, including reasonable adjustments to support students with disability.
- The Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major, and the Victorian Pathways Certificate.
- Free access to all subjects, including elective subjects.
- Free access to select-entry and accelerated programs.

### FAMILIES CAN CHOOSE TO CONTRIBUTE

Schools can invite 2 types of voluntary contributions:

| Voluntary contributions | Tax deductible contributions |
|---|---|
| Used towards enhanced educational programs and school environment, and additional resources and opportunities offered by schools | Used towards building and/or library fund (for those schools who have such funds) |

Schools must advise the carers of students in out-of-home care and parents and carers who hold a financially means-tested card (such as a healthcare card) that the invitation to make voluntary contributions does not apply to them.

In addition, schools can invite parents and carers to pay for optional:

- Extra-curricular items and activities that go beyond the curriculum - for example, school photos, some excursions and some camps.
- Learning materials for students to individually use and own - for example, textbooks, stationery, and in secondary schools only, digital devices. If these items are not bought or provided from home, schools will provide students with free access to what they need for curriculum delivery.

### FINANCIAL HELP FOR FAMILIES

Each school has a contact person who can discuss with parents and carers the financial supports that are available.

Schools must publish their Parent Contributions arrangements on their school website, along with a link to the department's Parent Contributions policy.