Princes Hill Secondary College

Dear parent / guardian,

Princes Hill Secondary College is looking forward to another great year of teaching and learning and would like to advise you of the school's voluntary financial contributions for *2025.* All schools are required to make the statement below.

Schools provide students with free instruction to fulfil the standard curriculum requirements and we want to assure you that all contributions are voluntary.

We deeply appreciate the support our families provide to ensure we can offer the best possible education and learning opportunities for our students. We thank you for your commitment to making annual voluntary contributions - schools rely heavily on them to provide the programs that families expect. We also thank you for contributing to our Building, Library and Equity funds, and for time spent volunteering on School Council committees and at school events.

In recent years parent contributions have been critical in ensuring:

- Expert input to our Social and Emotional Learning curriculum program through incursions and excursions
- Support for student participation in programs where families have limited capacity to pay through the school's own Equity Fund
- A vibrant and sustainable Instrumental Music Program
- Additional tutoring support for students beyond the Department Tutor Learning Initiative
- A host of excursions and incursion that complement and enhance the learning program
- Capacity to contribute to (e.g.) the grounds upgrade – planning currently underway
- Full Science room upgrade
- Renewal of Library carpet and fittings
- Major revitalisation of our school camp at Mirimbah
- Upgrades of ICT systems and hardware

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

…what I found most concerning is that schools generate almost as much income themselves… as they receive in cash payments from DET... This clearly demonstrates just how critical parent payments and other locally-generated funds have become to the ongoing viability of government schools.
Source: Auditor-General's comments (*Victorian Auditor-General's Report – Additional School Costs for Families 2015)*

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

Yours sincerely,

Trevor Smith
Principal

Francisca Hoffmann-Axthelm
School Council President

Princes Hill Secondary College

PARENT PAYMENTS – YEAR 7 - 2025

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
• *Subject consumables, classroom materials and activities*	*$500*
Student resources • *Student planner or online planner / Compass card*	*$20*
Digital technologies - provision of software, and system support	*$30*
Printing and photocopying of worksheets and learning materials	*$50*
Whole school events INCLUDING • *Athletics carnival - entry and transport* • *Swimming carnival – entry and transport*	$50
Total Curriculum Contributions	***$650***

Other Contributions - for non-curriculum items and activities	**Amount**
School Sports Victoria affiliation	*$10*
Student wellbeing programs	*$60*
First aid equipment & resources	*$30*
School lockers/locks & grounds maintenance and improvements	*$50*
Total Other Contributions	***$150***
Equity Support Fund – this fund financially supports students in need with their involvement in school programs. In 2024 this supported many families in financial hardship. ***If electing to contribute insert amount (Suggest $50-$100)***	**$**

Tax deductible contributions	
Building fund. *A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.* ***If electing to contribute insert amount***	$
Library fund. *A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.* ***If electing to contribute insert amount***	$

Princes Hill Secondary College

PARENT PAYMENTS – YEAR 7 - 2025

Educational items for students to own

Refer to this link that the school recommends you purchase from *Campion* for your child to individually own and use.

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

Princes Hill 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.

The cost of extra-curricular items and activities will be advised throughout the year.

Extra-Curricular Items and Activities	Amount
School magazine/yearbook	*$20*
Private instrument music program lessons and instrument hire. ***Enrolments are processed and payments are made via Compass before students start.***	Enrolment link
Year 7 Camp. ***Payments for these are made via Compass as the events arise during the year.***	TBA
School outside of hours: Concerts etc. ***Payments for these are made via Compass as the events arise during the year.***	TBA
Camps, excursions & incursions to be scheduled. ***Payments for these are made via Compass as the events arise during the year.***	*TBA*
Total Extra-curricular Items and Activities	***$20***

Financial Support for Families

Princes Hill 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) may be available for uniform, footwear, calculators and textbooks via Business Manager or Student Wellbeing staff.*
- *Encouraging the purchasing & selling of second-hand books. The website is: www.sustainableschoolshop.com.au*
- *Payment plans can be tailored to individual needs for Extra-Curricular Items and Activities*
- *Equity funds are donated by current families to support financial support to other families*

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Trent Adams / Business Manager Ph: 03 9389 0601 Email: *trent.adams@education.vic.gov.au*

Princes Hill Secondary College

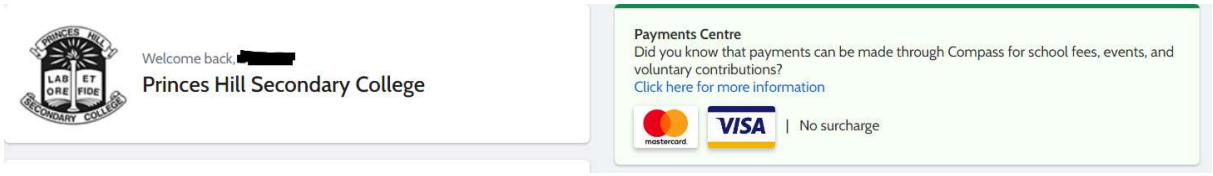
PARENT PAYMENTS – YEAR 7 - 2025

Total

Category		Total
Curriculum Contributions		$
Other Contributions	*(Non-tax deductible)*	$
	(Tax-deductible)	$
Extra-Curricular Items and Activities		$
Total		**$**

Payment methods

Compass – Our preferred method - Compass Billing module allows you to pay online by credit card. Payment may be made in full or by nominating / requesting a payment plan option. Please look out for your Payments Centre area on your Compass page on the right-hand side (see screen shot below). When you select the Click here for more information you will find all financial contributions listed as well as consents/payments for future events.



Direct Deposit – funds may be paid via direct deposit to our bank account. Email or call the school for these details. Please provide your Compass student or family code on your payment and hand to reception or email princes.hill.sc@education.vic.gov.au with a breakdown of what the payment entails to enable us to allocate the funds as intended.

Cash – payments are accepted at the administration front office. Please bring your form in to ensure we allocate the payment as per your instructions.

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 Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.

Princes Hill Secondary College

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) 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	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	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.