



## EMERALD SECONDARY COLLEGE

425 Belgrave-Gembrook Road, Emerald 3782

Phone: 03 5968 5388

Email: [emerald.sc@education.vic.gov.au](mailto:emerald.sc@education.vic.gov.au)

November 20<sup>th</sup> 2024

Dear Parent/Carer,

Emerald Secondary College is looking forward to another great year of teaching and learning and would like to advise you of Emerald Secondary College's voluntary **Years 11-12** student voluntary financial contributions for 2025.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and all parent/guardian 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.

Within our school this support allows us to:

- *Invest in subject-specific materials for Food Technology programs, Visual Arts, Vis Comm Design, Woodwork and Outdoor Education*
- *Run additional programs such as school productions, music concerts, art shows, sporting events and competitions*
- *Enhanced digital learning opportunities*
- *Provide a wider offering of subjects and special curriculum experiences*
- *Maintain the refurbishment of school grounds*

Please find below Emerald Secondary College's voluntary financial contributions schedule for 2025, which includes an overview of what your contributions will provide.

*Department of Education guidelines now mandate that schools are UNABLE to provide parents with a statement of fees. Parents are asked to please review the recommended voluntary financial contributions schedule below for an indication of contributions for your child/ren.*

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

Yours sincerely,

**James Barut**  
College Principal

**Nadia Beardshaw**  
School Council President



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### Curriculum Contributions

Items and activities that students use, or participate in, to access the Curriculum, including:

- Everyday items that your child will use in the classroom to learn the essential curriculum such as art supplies, science experiment equipment, cooking ingredients, technology materials
- Attend District and Regional School Sports events

### Extra-Curricular Items and Activities

Emerald 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

### Other Contributions

- Non-Curriculum items and activities to support the daily operation and objectives of Emerald Secondary College.

### Tax Deductible Contributions

- Building fund (to support renovations, upgrades, and maintenance of school infrastructure)

### Educational items for students to own

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

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund (CSEF)
- Payment Instalment Plans

For a confidential discussion about accessing State Schools' Relief services, contact: Felicity Wooden, Wellbeing Coordinator on 5968 5388, or email [emerald.sc@education.vic.gov.au](mailto:emerald.sc@education.vic.gov.au)

### Payment methods

Parent contributions towards the requested payments is essential to maintain the quality of education that we provide at Emerald Secondary College.

<b>COMPASS</b>	Payments can be made via the Compass Portal using credit card and payment plans are available
<b>BPAY</b>	Payments can also be made electronically via BPAY Please contact the office for your BPAY Reference number
<b>CASH &amp; EFTPOS</b>	Payments can be made directly at the finance office or by credit card over the phone
<b>PAYMENT INSTALMENT PLANS</b>	Please contact the school office to arrange
<b>CENTREPAY</b>	Please contact the school office to arrange

### 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. For more information, please refer to the school's Refund Policy which is located on the school website.



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## 2025 YEAR 11-12 CONTRIBUTION SCHEDULE

<b>STUDENT NAME:</b>	
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WHOLE SCHOOL CONTRIBUTIONS		\$
School Sports Victoria membership	\$25.00	\$
Student ID Card	\$10.00	\$
	<b>\$35.00</b>	<b>\$</b>
OTHER CONTRIBUTIONS - Suggested Contribution per student		
<b>General School Levy</b> <i>ESC relies on these funds to support extra school programs, library &amp; faculty resources.</i>	\$150.00	\$
<b>Wellbeing Program</b> <i>To help supplement the Wellbeing Program and activities throughout the year.</i>	\$50.00	\$
<b>Working Bee Fund</b> <i>The College does not currently run Working Bees, and this contribution is used to enhance and maintain the school grounds</i>	\$30.00	\$
<b>IT Support Levy</b> <i>Student and whole school IT support and additional support for maintaining and repairing of laptops onsite.</i>	\$50.00	\$
<b>Building Fund</b> <i>Upgrades to buildings and facilities, including air-conditioning which is not funded by the Department of Education. ** All contributions to the Building Fund are Tax Deductable</i>	\$100.00	\$
	<b>\$380.00</b>	<b>\$</b>
EXTRA CURRICULAR ITEMS & ACTIVITIES		
Combination Lock	\$20.00	\$
College Student Yearbook (Parawena)	\$25.00	\$
Instrumental Music Lessons (Optional)	\$400.00	\$
Calculator	\$27.00	\$
		\$

TOTAL PAYMENTS	Y10-12	\$
Whole School Contributions:	\$ 35.00	
Other Contributions:	\$380.00	
Optional / Extra Curricular Items:		
<b>TOTAL:</b>	<b>\$415.00</b>	<b>\$</b>



# 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.