



PARENT PAYMENT POLICY

PURPOSE

The parent payments policy set by College Council each year provides vital funds necessary for Red Cliffs Secondary College to continue to provide sufficient teaching and curriculum resources to ensure a high quality of education programs for all students.

Red Cliffs Secondary College makes every effort to keep the costs and number of items required to a minimum. We also try to ensure that the costs are affordable for all parents.

POLICY

There are three categories of parent payments:

Essential student learning items – which parents are required to pay.

Parents will be charged as an annual charge in accordance with students' year level. This charge will cover the following costs incurred by the school during the year:

- Arts and Technology subject consumables that students use to construct, consume or take home e.g. cooking ingredients, fabric for textiles, timber and materials for wood projects, supplies for art projects etc.
- Providing students with subject handouts such as workbooks, notes, practice exams etc.
- Providing Sport programs where transport, entrance or venue costs are required.
- School activities and excursions costs for programs that all students are expected to attend, this may include presenter fees, entrance costs or handout resources.
- Provision for ID Cards for students
- Short term hire of resources such as textbooks, lockers and minor equipment.

Textbook, stationery and uniform requirements are to be purchased by parents. A customised year level lists are to be communicated to parents. The school has partnered with local suppliers to source the best value for money for our families.

Late enrolments will be charged pro-rata from the date of enrolment.

Optional Items – items offered in addition to standard curriculum on a user pay basis.

Students may be offered and required to pay for the following:

- Year Level Camp
- Vocational Education & Training Delivered to Secondary Students (VETDSS) - Various Certificate II courses are available for senior students.
- Extra-curricular program such as music lessons, guest speakers, optional excursions, activity fees, performances, external competitions etc.
- Events and functions run by schools to celebrate student achievements.
- Items for purchase or hire such as school magazine, photos, instrument and netbook hire.

Optional item charges will be communicated to parents throughout the year as planning and costs are finalised. The school will provide reasonable notice and information regarding payments being sought. Failure to meet payments due dates may result in the withdrawal of participation.

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Voluntary Financial Contribution

Parents, and the school community, are invited to make voluntary contributions. Any contribution that you may be able to make will be very gratefully received and would represent support to both current and future students. Contributions may be received for:

- Student Wellbeing/Chaplaincy Fund – to assist in providing much needed student health and wellbeing support and programs. These contributions are NOT tax deductible.

Building Fund – to provide improvements to school facilities. The fund has Deductible Gift Recipients (DGR) status, making donations to this fund tax deductible.

Financial Support Options

We understand that some parents are experiencing financial hardship. If you are one of these parents, we ask you please contact the Business Manager, Melissa Sleep, on (03) 5024 1522 to discuss possible support options available, including:

- Flexible payment arrangements
- Family discounts - apply to a family account with three or more students attending the school within the same year. Full rates will apply to the two younger students with a discount of 30% applied thereafter. Whilst this discount assists parents with costs it also encourages students to remain at the school in their senior years.
- State Schools' Relief – to assist with uniforms, shoes, textbooks, and stationery.
- Camps, Sports and Excursions Fund (CSEF) – to cover the costs of school camps and excursions.
- Second-hand items available via the Sustainable School Shop in which the school pays an annual subscription for services provided to parents.
- Other Local programs and partnership arrangements with the school may also be available, we ask you contact the Business Manager for information.

Please be assured no student will be denied access to the **standard** curriculum program, refused instruction or disadvantaged on the basis of payments not being made for education items or services. Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential.

Payment Options

We encourage parents to make payment in advance, however payment is not required until the commencement of the year, day one term one. The school's standard payment options are:

- Direct Deposit: Account Name: Red Cliffs Secondary College Official Account
Bank: Bank Australia
BSB: 313-140
Account Number: 23188323
Quote Family ID or Student Full Name
- In Person/by phone: Cash and credit card are accepted at the school's main reception, credit card is also accepted over the phone (03) 5024 1522.
- Centrepay: A free direct bill paying service available to customers who receive a Centrelink payment. Visit www.centrelink.gov.au for information.
Service Provider: Red Cliffs Secondary College
Centrepay Reference Number: 555 094 683V

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Refunds

The school will not refund payments on essential learning items, voluntary payment nor optional items where due dates have passed. This is because after such dates the school contractual commits payments to third parties and no refund is available to the school. Where possible, the school will make this clear to parents at the time of requesting payment.

The school will review requests for special consideration for partial or full refunds of payments made by parents on a case-by-case basis, taking into account the individual circumstances. Requests are required in writing.

FURTHER INFORMATION AND RESOURCES

Communication

The school will make related policies and support documentation available in the following methods:

- Information and or transition packs - term 4
- Enrolment packs – as required
- On the school's website
- Newsletters and social media reminders – periodically

Policies and support documents for parents

- Understanding Parent Payment Categories
- Cost Support for Families
- Frequently Asked Question for Parents

REVIEW CYCLE AND EVALUATION

This policy was last updated on March 27th 2020 and is scheduled for review in September 2021. It was ratified at College Council on May 12th, 2020.