



CRANBOURNE WEST
SECONDARY COLLEGE

10 November 2023

Dear Parent/Guardian,

2024 Contributions – Year 7 & 8

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

Our focus as a College is about assisting students to achieve their personal career objectives. We value both vocational and academic outcomes. With a relentless commitment to consistency of teaching and learning practice, a strong investment in ICT and a College wide belief that students learn best when they feel safe and supported, we are a College that will endeavour to provide something for everyone.

Our College motto – “Strength Through Diversity” represents our commitment to celebrate and grow stronger through all of our different personal stories. Everyone is welcome at Cranbourne West Secondary College and our overarching objective is about inclusion and excellence.

Schools provide students with free instruction to fulfil the standard curriculum requirements and we want to assure you that all 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. We want to thank you for all your support, all contributions made a huge difference to the College and the programs we can offer.

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

Yours sincerely,

Rob Duncan
Principal

Alfred Matthews
College Council President

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum		Amount
Subject consumables, classroom materials & equipment		
Year 7	Amount	
Personal Best	\$25.00	
Physical Education	\$5.00	
Rotations <ul style="list-style-type: none"> • Digital Technology • Drama • Visual Arts • Wood Technology 	\$40.00	
Maths - Sparx	\$5.00	
Science	\$15.00	\$90.00
Year 8	Amount	
Physical Education	\$5.00	
Rotations <ul style="list-style-type: none"> • Food Technology • Music • Metal Technology • Visual Communication 	\$65.00	
Maths - Sparx	\$5.00	
Science	\$15.00	
Whole school events <ul style="list-style-type: none"> • Sports carnival - entry and transport 		\$15.00
Printing and photocopying of worksheets and learning materials		\$10.00
Total Curriculum Contributions		\$115.00

Other Contributions - for non-curriculum items and activities		Amount
School Sports Victoria affiliation		\$5.00
Compass School Manager		\$20.00
General Contributions <ul style="list-style-type: none"> • First Aid equipment and materials • School grounds maintenance and improvements 		\$35.00
Total Other Contributions		\$60.00

Tax deductible contributions	
Building fund A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$40.00

Educational items for students to own

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

Chromebook Program 2024

For students commencing enrolment at the College during 2024, the College approved Chromebook is available for purchase via the online portal as listed below:

Chromebook Program Devices and Ordering	Amount
Learning With Technologies <ul style="list-style-type: none">Lenovo 500E Gen 4 Yoga Chromebook	\$721.00

Listed price may increase due to supplier stock costs.
Please see the LWT Portal for the most up to date pricing.

*All purchases made are private financial transactions between you and the supplier. The College does not receive any commission or other benefit as a result of your purchases via the suppliers. Please refer to 1-1 Chromebook Program 2024 Letter for more information.

Booklist – Campion Education

The official booklist supplier for the College is Campion Education who are located in Dandenong South. Online ordering and booklist delivery details can also be found on the Campion website; www.campion.com.au

Uniform – PSW Uniforms

The official uniform supplier for the College is PSW who are located in Hampton Park. Ordering is available in store and online; www.psw.com.au

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

Cranbourne West 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.

Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- CentrePay
- ABSTUDY
- State Schools' Relief
- Payment plans
- Community Assistance
 - Saver Plus
 - St Vincent de Paul

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact our Business Manager, Monique Guerin on (03) 9770 7200 or via email; monique.guerin@education.vic.gov.au

Total

Category	Total
Curriculum Contributions	\$115.00
Other Contributions <i>(Non-tax deductible)</i>	\$60.00
<i>(Tax-deductible)</i>	\$40.00
Total	\$215.00

Payment methods

2024 Contributions will be open for parent/guardian payments from December 2023. Our preferred payment method is Compass via Payments Centre, we also have the following payment options available;

- Visa & Mastercard
 - Payment plans
 - Immediate card payment
- Direct Debit
- Cash
- Centrepay / ABSTUDY


Current Health Care Card holders can apply for CSEF. If eligible, please complete the provided CSEF Application Form and email to College as soon as possible with a copy of your Health Care Card.

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.


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) including the VCE Vocational Major 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.