



**NORWOOD**  
SECONDARY COLLEGE

22 October 2020

Dear Parents and Carers

**Re: PARENT PAYMENT INFORMATION: 2021**

Norwood Secondary College Council has approved the College's parent payment charges for 2021. The charges and contributions that are outlined in this letter are designed to supplement the funding that the Department of Education and Training (DE&T) provides each year. In order for us to continue to offer a high quality, broad program (including both academic and co-curricular offerings) to all students, we are reliant on your financial support.

Input from the College Council, its Finance Sub-Committee, the Principal Team and the Business Manager has been used to set our recommended charges and contributions. These charges and contributions enable the College to provide our Student Wellbeing programs, upgrades to IT infrastructure, buildings and grounds and a range of programs and experiences for all students at Norwood.

There are 3 areas for which parents may reasonably be requested to make a payment or contribution:

**1. Essential Student Learning Items**

Including stationery, student diary, ID card, on-line learning software subscriptions etc.

**2. Voluntary Contributions**

Including a General Subject Contribution, a contribution towards the Library and Building funds (both of which are tax deductible donations), Student Wellbeing Support and Grounds contributions.

**3. Optional Items**

Including all 'elective subjects' (Years 9 to 12) in the curriculum, Instrumental Music tuition, combination padlock, College Yearbook etc.

As the structuring of the 2021 charges and contributions will seem slightly different to many of our families, we ask that you support us by:

- **Paying the Essential Student Learning Items**
- **Paying the Voluntary Contributions – most particularly the General Subject Contribution**
- **Paying the Optional Items**

We ask this because any shortfall in funds raised in these 3 categories will impact on our future curriculum offerings. We wish to continue to offer a curriculum program that is both engaging and varied. The breadth of the program, however, is dependent on adequate funds being raised through our charges and contributions being met by families.

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There are several issues we have sought to address as we restructure our charges and contributions. We will not be asking families to pay any more in 2021 than in 2020, for students from Years 7 to 12, though the way we categorise them will look different.

In 2021 the College has reduced the 'Essential Student Learning Items' charge and will, instead, be asking for an increased 'Voluntary Contributions'.

For example, Year 9:

- |                             |   |
|-----------------------------|---|
| • In 2020 per student \$445 | <b>Essential Student Learning Items</b>   |
| • In 2021 per student \$445 | <b>Essential Student Learning Items (\$130) plus<br/>Voluntary Contributions (General Subject Contribution \$315)</b> |

We will continue to charge less for Year 7 students than other Year Levels, in recognition of the greater 'start-up' costs for commencing in secondary school.

We will continue to invest the funds we receive from families in many areas of the College to supplement the funds provided by DE&T.

### **Financial Support for Families**

We have endeavoured to keep the costs of items and programs to a minimum and affordable for all parents. We do understand that some families may experience financial difficulty and we offer a range of support options including:

- The Camps, Sports and Excursions Fund (CSEF)
- Centrepay (payments made via Centrelink)
- State Schools Relief (SSR)
- Second Hand Uniform Shop (via Dobsons)
- Wellbeing Team support
- Modified payment plans to accommodate personal financial situations

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

- Jane Arnold (Business Manager)  
Phone: 9871 0400 or via email: [businessmanager@norwood.vic.edu.au](mailto:businessmanager@norwood.vic.edu.au)

### **Payment Methods – Commencing from 4pm on 4 November 2020 (Year 7 from 19 November 2020)**

- Option 1: Set up a (default) Compass Payment Plan via Compass  
Option 2: Payments can be made in full, via Compass  
Option 3: Partial or full payments can be made at the General Office  
Option 4: Modified Compass Payment Schedule can be made by contacting the General Office

### **Refunds**

The Norwood Refund Policy is available on the Norwood website. <https://www.norwood.vic.edu.au/policies/>

Parent contributions towards the requested payments are essential for us to maintain the quality of programs that we provide at Norwood.

For further information about the DE&T Parent Payment Policy please see the one page overview attached.

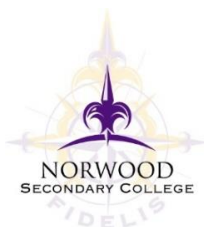
Yours sincerely



Andrew Sloane  
Principal



Tammie Palmer  
College Council President



### CHARGES & CONTRIBUTIONS SCHEDULE YEAR 8: 2021

Payment options are provided through Compass Course Confirmation. All student charges for 2021 will be available on Compass after 4pm on **Wednesday, 4 November 2020**.

Please find the list of Essential Student Learning Items and Optional Items for your child. Norwood Secondary College also continues to welcome your Voluntary Contributions (General Subject Contribution, Student Wellbeing Support Contribution, Building/Library funds and Grounds) for 2021.

#### Essential Student Learning Items

Below is a list of items and activities which are essential for your child to learn the standard curriculum.

Essential Student Learning Items (E)	Year 8
Student Diary and ID card – These are custom designed for all Norwood students	\$40
Online learning Software subscriptions	\$30
Printing Credit – allocated to each student at the beginning of each year	\$20
Guest speakers and incursions	\$20
Whole school sporting event – Athletics, Swimming and Cross Country carnivals (Note: Bus charges will apply at time of event if required)	\$20
Art: paint, clay, glazes, canvas, cardboard, coloured paper, tape, collage materials,	\$21
Food: flour, eggs, oil, sugar, milk, baking powder, rice, pasta, vegetables, meat, fruit	\$53
Materials Technology: timber (cedar) sandpaper, acrylic/plastic, steel, nails, screws, hinges, pop rivets, glue, sticker designs	\$20
Music and Drama: poster paper, cardboard	\$12
<b>TOTAL</b>	<b>\$236</b>

#### Voluntary Contributions

Parent contributions towards:

- **General Subject Contribution:** These contributions directly fund a number of important programs including classroom technology, classroom sets and consumables for each Key Learning Area and assist the College's capacity to continue to offer curriculum programs that are both engaging and varied.
- **Building and Library Fund Contribution:** These contributions are both tax deductible and are used to directly support building projects and enhance the facilities for all our students. Over the past few years these funds have supported the College Council to improve the physical amenities of the College, some of these have included various building projects, painting and carpeting, air conditioning, upgrade and renovation of the Resource Centre (Library).
- **Grounds Contribution:** these funds continue to support and supplement DE&T funding with the maintenance and improvements of the College grounds and gardens.

Voluntary Contributions (V)	Tax deductible?	Year 8 Suggested Voluntary Contribution
<b>General Subject Contribution</b>	<b>No</b>	<b>\$209</b>
Student Wellbeing Support Contribution	No	\$50
Building Fund	Yes	\$50
Library Fund	Yes	\$50
Grounds Contribution	No	\$50

Your child will not be disadvantaged if you do not make a voluntary contribution. All records of voluntary contributions are kept confidential as well as your decision about whether to make a contribution or not.

**Optional Items**

Norwood Secondary College offers a range of optional items that are additional to the delivery of the standard curriculum. These items and activities are designed to broaden the school experience for your child.

<b>Optional Items (O)</b>	<b>Year 8</b>
Instrumental Music– Group lessons	\$400
Instrument Hire – per instrument	\$200
Combination padlock – If new lock required	\$22
Weemala – College Yearbook	\$20
Enrichment Program	\$20

<b>Year 7-9 Notebook Program (E)</b>	<b>Year 8</b>
Year 8 Notebook – second year of 3 year notebook program @ \$360 per year	\$360

Compass Payment Plan/Schedule is included for your reference.

<b>Year 8 Student Charges &amp; Contributions</b>	<b>Year 8 Notebook Program</b>	<b>Year 8 Instrumental Music</b>
13/11/2020	20/01/2021	15/11/2020
13/12/2020	20/05/2021	15/02/2021
13/01/2021		15/05/2021
13/02/2021		15/08/2021
13/03/2021		
13/04/2021		<b>Year 8 Instrument Hire</b>
13/05/2021		15/11/2020
13/06/2021		15/02/2021
13/07/2021		
13/08/2021		

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW

The following is a summary of the main principles of the Parent Payments Policy:



### FREE INSTRUCTION

- Schools provide students with free instruction to fulfil the standard curriculum requirements as outlined in the Victorian Curriculum F-10, VCE and VCAL.



### PARENT PAYMENT REQUESTS

- Schools do not ask parents to pay for school operating costs (e.g. utility costs) or general and unspecified charges.
- Schools request payments from parents under three categories:

#### Essential Student Learning Items

- Items and activities which the school deems essential for student learning.
- Parents may choose to purchase essential items through the school or provide their own.

#### Optional Items

- Items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum.
- These are provided to students on a user-pays basis.

#### Voluntary Contributions

- Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose.
- Students will not be disadvantaged in any way if parents do not make a contribution.



### 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 obtain school council approval for their parent payment arrangements and upload their arrangements on their school's public website for transparency.