



Dear Year 10 parent/guardian,

McClelland College is looking forward to another great year of teaching and learning and would like to advise you of our college's voluntary financial contributions for 2025.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Extra-curricular items and activities are provided on a user-pays basis.

Ongoing and continued support from our families, in regards to financial contributions to our college, ensures that our school can offer the best possible education, allowing our students to have a wide choice of subjects to pursue their chosen pathways, as evidenced in our VCE and VCAL results.

As you may be aware, the college has had a number of upgrades over the last few years, with the gym and learning areas that optimise the student's education, and a number still to be completed. Not all of this work is funded by the Department. We also invest heavily in student welfare, be it School Wide Positive Behaviour, Hands on Learning, Outreach Education Program or the any of the services offered by our extensive Well Being team.

Even though payments are voluntary, any curriculum contributions or other contributions we receive, enables us to provide the best possible opportunities for our all students. McClelland College is an inclusive school where every child is supported and provided for. Your continued support allows us to create this environment in our college and the resources required.

For further information on the Department's Parent Payments Policy please refer to our college website under Parents' page.

Yours sincerely,

*Laura Spence*  
*Principal*

*Patrick Lee-School*  
*Council President*

2024 Year 10 Students Name ..... ID .....

Curriculum Contributions			
Items and activities that students use, or participate in, to access the curriculum			
Cost			Please tick
IncurSION/guest speaker	<i>Year 10's have a number of guest speakers attend the college for the likes of cyber bully prevention etc.</i>	\$30.00	
Online subscriptions	<i>Essential Maths, ACER</i>	\$30.00	
Printing credit	<i>To allow students access to print and photocopy at school</i>	\$20.00	
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 in order to deliver the curriculum. These are provided on a user-pays basis.			
Carnivals and Interscholar Sport	<p><b>All students are encouraged to attend our swimming and athletics carnival to either participate or support their house, novelty events are also an option for participation.</b></p> <p><i>Charge includes:</i></p> <ul style="list-style-type: none"> <li><i>Bus transport costs to and from whole school swimming and sports carnivals</i></li> <li><i>Interscholar competition entry costs</i></li> <li><i>provision of college representative sports uniforms</i></li> <li><i>Hire of venues</i></li> </ul> <p><b>CSEF money can be used for this charge</b></p>	\$50.00	
Student Identification	<i>All students are required to have an ID card</i>	\$20.00	
Instrumental Music	<i>Includes cost of annual small group lessons, hire of instrument, music and some consumables. Music lessons are available for voice, piano, woodwind and brass instruments, strings, guitar and percussion.</i>	\$200.00	
Personal Learning Journal	<i>Student diary</i>	\$20.00	
Other Contributions – for non curricular items and activities			
First Aid	<i>Contribution to supply 1<sup>st</sup> aid to all students</i>	\$20.00	
Student wellbeing programs	<i>Incursions supporting students well being and wise decision making</i>	\$20.00	
Building Fund	<i>Contribution towards additional and future building works</i>	\$40.00	
Information Technology	<p><i>Contribution to software programs</i></p> <p><i>(Computer software programs including compass, utilised by parents, students and teachers annual cost to the College greater than \$50,000.00 p.a.)</i></p>	\$30.00	

**Educational items for students to own**

Details on how to access the year level booklist from the college website or Campion Education’s website will be provided.

Stationery items on the booklist can be purchased from Campion or you may choose to source these items from other suppliers.

**Financial Support for Families**

McClelland College understands that some families may experience financial difficulty.

The Camps, Sports and Excursions Fund, CSEF, payment of \$250.00 is available to all families with a Health Care card or Pension card, application forms available from the office and sent out via Compass.

For a confidential discussion about support, or if you would like to discuss alternative payment arrangements, please contact the college ph: 9789 4544 to make an appointment with a member of the financial team.

**Payment methods**

Direct payment can be made by BPay or to the College’s bank account.  
Payments can be made by cash, EFTPOS or credit card at the administration office.  
Payment Plans and Centrepay payments may be available.

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

**Payment Options/Credit Card Authority Form**

*Use this form for making a Credit Card payment .*

I \_\_\_\_\_ authorise McClelland College to deduct \$\_\_\_\_\_ from my credit card for the above mentioned school charges being for my son/daughter \_\_\_\_\_.

Visa/MasterCard

Expiry Date

Card Holders Signature \_\_\_\_\_ Card Holders Name \_\_\_\_\_

# 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.