



Dear Parents / Guardians,

The *Education and Training Reform Act 2006* provides that instruction in the standard curriculum program is delivered free to all students in Victorian Government schools; this is referred to as 'free instruction'. The Act also grants school councils the power to charge fees for goods and services to support the delivery of free instruction and to raise funds.

Free instruction includes learning and teaching, instructional supports, materials and resources, administration and facilities associated with the provision of the standard curriculum program. The standard curriculum program includes core learning and teaching activities related to the Victorian Essential Learning Standards and Senior Secondary Certificates.

The Department of Education and Training *Parent Payments in Victorian Government Schools* policy provides advice on the different types of payments that schools can request from parents / guardians and outlines the procedures and protocols schools must adhere to.

School councils are responsible for developing and approving a school-level parent payment policy that is compliant with the Department's policy. The following items are charged to supplement Department of Education and Training funds.

Essential Education Items These items are to support the instruction in the standard curriculum program and include but not limited to:

- Materials for teaching and learning where the student consumes or takes possession of the finished articles (e.g. foods, media, woodwork)
- Materials that the individual student takes possession of, such as text books, workbooks, stationery, diaries etc.
- Activities associated with, but not part of instruction in the standard curriculum program, such as costs associated with camps and excursions which all students are expected to attend.

Optional Extras These are items provided in addition to the standard curriculum program, which are offered on a user pays basis and parents / guardians can choose whether or not their child participates / purchases and includes but not limited to:

- Extra – curricular activities or activities including sport, instrumental music, school productions
- Materials and services offered in addition to the standard curriculum program – including school magazines

In addition, School Council invites parents to make donations by means of:

Voluntary Financial Contributions These are non-compulsory donations for specific projects e.g.: library resources, grounds projects, assistance for families experiencing financial hardship. All voluntary contributions are gratefully appreciated.

Parents / guardians are responsible for ensuring that their children are provided with essential education items. The school makes every effort to keep the cost of items that need to be purchased at a minimum. Alternative payment arrangements are also available – please turn over for further details.

Bellarine Secondary College Council has made a considerable effort to ensure that this school policy is fair and provides a number of options to support parents / guardians to access the materials and services associated with their child's education.

If you have any queries or wish to discuss your circumstances and the options available to you, please contact the school to make an appointment on 5251 9000 or email bellarine.sc@education.vic.gov.au.








The school-level parent payment policy will be provided in the first newsletter for 2021.

Yours sincerely

Wayne Johannesen
Principal

Dawn Scoltock
College Council President



PAYMENT OPTIONS	EXPLANATION	HOW TO SET THIS UP
CENTREPAY 	Centrelink will take payments out of your fortnightly benefit and forward it to the school. This can be done as a one off or on a regular basis.	By completing a Centrepay deductions form. Please contact the Drysdale Campus on 5251 9000 – Press '1'
EFTPOS, Credit Card or Cash In person 	Cash, EFTPOS or credit cards are accepted.	Please pay at either Campus Administration Office. It does not matter which campus your child/ren attends.
Phone 	You may phone the Administration Office and pay using your credit card. <small>*We do not accept American Express or Diners</small>	Phone: 5251 9000 with your credit card handy and what levies you are wishing to pay.
BPAY 	Log in directly through your internet, mobile or phone banking.	Biller Code: 87361 Ref: Please contact us for your Reference Number or check your statement.
Direct Deposit 	You can set up regular deposits or full payment from your bank account to the College bank account.	Bank Australia BSB: 313 140 Account: 23192782 Reference – you MUST call us for this Phone 5251 9000 Press '1'
Credit Card Instalments 	4 Instalments – see sheet attached	Complete the instalment forms attached and return to either campus Administration Office. Please note dates of deductions in your diary/phone.
Individual Instalments by Credit Card 	Weekly, fortnightly and monthly instalments can be arranged to meet your needs.	Please contact the Drysdale Campus Administration Office on 5251 9000 – Press '1' to provide credit card details, dates and amounts for instalments.
Camps, Sports & Excursions Fund (CSEF) \$225.00 per student	Available for parents / guardians that have an eligible health care card .	Please collect forms from Administration – Cut off dates apply.



Levies 2021 Year 12

Name of child: _____

Please find the itemised list that includes essential education items (those items that your child needs for school) and optional extras (that you can choose whether your child participates in or accesses).

If you are experiencing financial difficulties and are unable to select from one of the following payment options, please make an appointment to speak to Shae Dunstan, College Administration, to discuss possible support options and flexible payment arrangements. Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential.

Payments would be appreciated by Tuesday 8th December 2020 however payment or payment plans are required to be finalised by Friday 19th February, 2021.

This sheet needs to be returned when paying in full or by 4 Instalments with Credit / Debit Card.

Please be aware that when making payments into the school account payments will be taken off fees according to school requirements and you MUST use your family account code.

Essential Education Item - supplied by the school		Please tick if making payment
Locker / Diary – All Year 12 Students	\$35.00	
Print Levy – Workbooks / extra exam & assignment printing – All Year 12 Students	\$50.00	
Excursions / Activities / Incursions - <i>It is important that Year 12 students attend the careers/course counselling sessions held, these are an invaluable addition to your child's education and future planning. Payment must be made prior to attendance of activities</i> <i>User Pays Basis</i>	\$106.00	
Year 12 Camp – <i>Due to the uncertainty with Covid-19 the Melbourne Camp will not run at the start of the year and will be replaced with 2 days of activities. Paperwork will be provided along with costs on day 1 2021.</i>	TBC	

Optional Extras – User Pays Basis.		Please tick if making payment
School Magazine – Year book published & distributed in December	\$20.00	
Optional Student Electives Units 3 & 4 – Payment must be made prior to participation in electives.		
Agriculture / Horticulture – Excursions, Activities & Materials	\$60.00	
Biology – Incursions	\$40.00	
Chemistry – Excursions & Activities	\$30.00	
Foods - Materials	\$160.00	
Health and PE – Excursions & Activities	\$60.00	
Media - Materials	\$25.00	
Outdoor Education – Excursions, Activities & Camps	\$580.00	
Studio Art - Materials	\$50.00	
VET Equine	\$100.00	
VET Music – Excursions & Activities	\$150.00	
VCAL Levy – Texts / Stationary / Activities / Excursion VCAL Students ONLY	\$250.00	
VCAL Outdoor Recreation – Excursions & Activities	\$155.00	

Voluntary Financial Contributions – Please nominate an amount for any voluntary contribution you would like to make in the space provided. We thank you and appreciate any contribution towards our voluntary funds.		
Contribution towards Wellbeing Program	Please specify amount	
Contribution towards Library / ICT Resources	Please specify amount	
Contribution towards assisting families experiencing financial hardship to attend camps / excursions	Please specify amount	

Laptop Rental Program 2019 - 2021

Laptop payments should now be finalised unless you have arranged a payment plan. If you are unsure of your balance please contact either administration office.

Total Payment	
----------------------	--

For a complete breakdown of essential / optional levies you can contact the Drysdale Campus on 5251 9000 – press '1'. Please Note: At this stage, end of year activities and interschool sports are the only additional charges that may arise throughout the year at Year 7.

Payment Options – Complete Reverse	Please tick
1. Payment in Full by Credit / Debit Card – complete details over the page – funds will be taken when paperwork received	
2. Payment in Four Instalments Levies – Complete details over the page	
All other options please ensure arrangements or payments are made by Friday 19th February, 2021	



OPTION 1: FULL PAYMENT LEVIES ~ Funds Taken When Form Received

Student Name:	Total Amount: \$
I hereby authorise you to debit my Credit / Debit Card as follows:	
Card Type: (Visa / MasterCard)	Card Number:
Card Expiry Date:	Full Name on Card:
Signature:	Contact Phone Number:

OPTION 2: FOUR INSTALMENTS – LEVIES

Student Name:	Total Amount: \$
I hereby authorise you to debit my Credit / Debit Card as follows:	
Card Type: (Visa / MasterCard)	Card Number:
Card Expiry Date:	Full Name on Card:
Signature:	Contact Phone Number:
Instalment Dates: Thursday 18 th March 2021 Thursday 13 th May 2021 Thursday 10 th June 2021 Thursday 22 nd July 2021	Office Use Only \$ \$ \$ \$ \$

Important Information

1. I understand that if the credit card is rejected, Bellarine Secondary College will contact me to arrange an alternative date for payment.
 3. I understand that if the payment schedule is not met the laptop will be returned to Bellarine Secondary College with no refund being available.
 4. By completing the Payment Schedule I / we are committed to the payments.
 5. Due dates for instalments will be posted on the parent portal, but we recommend placing in your diary or on your phone.
 6. If at any stage you are in financial difficulties please contact the Business Manager for alternative arrangements or assistance.
-