



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](mailto:bellarine.sc@education.vic.gov.au).





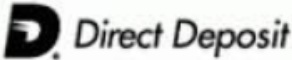


The school-level parent payment policy will be provided in the first newsletter for 2021.

Yours sincerely

Wayne Johannesen  
Principal

Dawn Scoltock  
College Council President



| PAYMENT OPTIONS   | EXPLANATION  | HOW TO SET THIS UP   |
|---|--|--|
| CENTREPAY<br>                                | 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.<br>Please contact the Drysdale Campus on 5251 9000 – Press '1'  |
| EFTPOS, Credit Card or Cash<br>In person<br> | 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<br>                                    | You may phone the Administration Office and pay using your credit card.<br><br><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<br>                                     | Log in directly through your internet, mobile or phone banking.  | Biller Code: <b>87361</b><br><b>Ref:</b> Please <b>contact us</b> for your Reference Number or check your statement.                                 |
| Direct Deposit<br>                         | You can set up regular deposits or full payment from your bank account to the College bank account.  | Bank Australia<br>BSB: 313 140<br>Account: 23192782<br><b>Reference – you MUST call us for this</b><br>Phone 5251 9000 Press '1'                     |
| Credit Card Instalments<br>                | 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<br>  | 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)<br>\$225.00 per student  | Available for parents / guardians that have an <b>eligible health care card</b> .  | Please collect forms from Administration – Cut off dates apply.  |



## Levies & Laptop 2021 Year 7 SEAL

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 Kerri McCluskey, Business Manager, 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 8<sup>th</sup> December 2020 however payment or payment plans are required to be finalised by Friday 19<sup>th</sup> 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 Items supplied by the school  |          | Please tick if making payment |
|---|----------|-------------------------------|
| Locker / Diary  | \$35.00  |                               |
| Electives – Textiles / Wood / Digital Technology etc  | \$97.00  |                               |
| Workbooks – Replacing Textbooks   | \$35.00  |                               |
| SEAL – Excursions & Activities  | \$30.00  |                               |
| SEAL Testing  | \$46.00  |                               |
| Excursions / Activities / Incursions - <i>It is expected that all students attend whole school excursions and activities as they are an invaluable addition to your child's education. Payment must be made prior to attendance for activities. User Pays Basis</i> | \$125.00 |                               |
| Year 7 Camp - <i>It is expected that all students attend the Year 7 Camp as part of the transition to secondary schooling. User Pays Basis.</i>   | \$345.00 |                               |

| Optional Extras – User pays basis                     |         |  |
|---|---------|--|
| School Magazine – Published & Distributed in December | \$20.00 |  |

| 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 2021 - 2023

|          |  |  |
|----------|--|--|
| Option 1 | Payment in Full \$1024.00 (inc \$30.00 discount) or <b>\$1054.00 when paying in Instalments</b>  |  |
| Option 2 | Deposit (\$304.00) to be paid on or prior to collection night – Thursday 11 <sup>th</sup> February, 2021 add balance of <b>\$750.00</b> to four instalments <b>see dates and enter details over the page</b> |  |

| 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 – <b>funds will be taken when paperwork received</b> |             |
| 2. Payment in Four Instalments Levies & Laptop Balance – Complete details over the page   |             |
| All other options please ensure arrangements or payments are made by Friday 19 <sup>th</sup> February, 2021                     |             |



**LAPTOP DEPOSIT ONLY ~ Funds Taken When Form Received**

*Complete Option 2 if paying the laptop balance and levies by Credit / Debit Card*

|                                   |                               |
|-----------------------------------|-------------------------------|
| Student Name:                     | Total Amount: <b>\$304.00</b> |
| Card Type:<br>(Visa / MasterCard) | Card Number:                  |
| Card Expiry Date:                 | Full Name on Card:            |
| Signature:                        | Contact Phone Number:         |

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

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

**OPTION 2: FOUR INSTALMENTS – LEVIES & LAPTOP BALANCE**

*Must have paid laptop deposit*

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

**Important Information**

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