



**ST ALBANS**  
SECONDARY COLLEGE

Dear Parents and Guardians

I am writing to provide you with information regarding St Albans Secondary College's voluntary financial contributions for 2023.

Government schools provide students with free instruction to fulfil the standard Victorian curriculum. Whilst all contributions are voluntary, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. This support has enabled us provide a wider offering of subjects and special curriculum experiences; enhance digital learning opportunities, including through faster WIFI and internet; upgrade our gymnasium change room facilities; and continue our development and landscaping of the grounds and external facilities.

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

We look forward to welcoming you and working with you in 2023.

Yours sincerely,

Principal

School Council President



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<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
Student Diary	\$14.00
Classroom consumables, materials & equipment:	\$141.50
Printing (startup allocation)	\$18.00
<b>Curriculum Contributions – CSEF may be used to offset these costs</b>	
Whole school events <ul style="list-style-type: none"> <li>Swimming and Athletics carnival - entry and transport (\$39.00)</li> <li>End of year activities (\$5.00)</li> <li>Visiting Speakers and Performers (\$23.00)</li> </ul>	\$67.00
<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
Locker Padlock	\$13.50
Locker Provision and Maintenance	\$35.00
House lanyard, ID Card and Yearbook	\$31.00
<b>Tax deductible contributions</b>	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. Please nominate an amount you wish to contribute.	\$
<b>Total Amount</b>	<b>\$</b>

**Extra-Curricular Items and Activities**

St Albans Secondary College offers a range of 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.

If you would like to purchase an item or activity for your child, please indicate on the table below and return this to the school.



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Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
School camp	\$200.00	
Instrumental music lessons (30-minute weekly lesson) per term	\$50.00	
Instrumental music lessons (50-minute weekly lesson) per term	\$65.00	
Other camps and excursions	To be advised	
<b>Total Extra-curricular Items and Activities</b>		<b>\$</b>

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- the Consideration of Hardship process

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

The Business Manager

Ph: 03 9366 2555 | Email: [st.albans.sc@education.vic.gov.au](mailto:st.albans.sc@education.vic.gov.au)

### Total

Category	
Curriculum Contributions	\$
Other Contributions	\$
Extra-Curricular Items and Activities	\$

**NOTE:** SEAL (Select Entry Accelerated Learning) students are strongly recommended to take part in Instrumental Music. Students will be enrolled in an Instrumental Music lesson once payment has been made and the music enrolment form has been completed.



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**Payment methods**

- **Compass Parent portal – Online**  
<https://stalbanssc-vic.compass.education/>  
**Login using user name and password**
  - **Pay in Full** – EFTPOS (VISA, Mastercard or UnionCard)
  - **Pay in Instalments** – families may choose to pay by instalments and can determine a schedule that suits each family. Payments will be deducted automatically at an agreed time.
  
- **Payment in person at the school or BPay**
  - **Pay in Full** – Cash, EFTPOS (VISA, Mastercard or UnionCard) or Bpay (internet only) Bpay details are provided on family statements.
  - **Pay in Instalments**

**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.

# 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.