

Dear Parents and Carers,

**Re: 2025 - YEAR 10 Parent Payments**

Berwick College is proud to offer a range of exemplary curricular and co-curricular programs to students and would like to advise you of Berwick College's voluntary financial contributions for 2025. Schools provide students with free instruction to fulfil the standard curriculum requirements, and we want to assure you that all contributions are voluntary.

Nevertheless, while the Victorian Government supplies most of the school's funding, Berwick College is dependent on locally raised funds, in the form of parent or carer contributions, to supplement the government funding. The voluntary contributions are essential for the operation of the school's curriculum programs, the provision of specialist staff and additional equipment and resources.

In 2024, the locally raised funds supported the following initiatives:

- To upgrade student lockers and drinking stations
- To commence the student toilets, refresh project
- To roll out digital screens to every classroom
- To provide a wide range of programs and curriculum experiences
- To provide wellbeing programs and initiatives to support students.

We thank you for your support over previous years. This support has made significant difference to the school environment, student wellbeing and the extended learning programs we offer.

The Department of Education Parent Payments Policy provides advice on the different types of payments that schools may request from parents and outlines the procedures and protocols to which schools must adhere. The Berwick College School Council is responsible for developing and approving a school-level parent payment arrangement that is compliant with this policy. The Department's one page overview is following and the policy is available at <https://www2.education.vic.gov.au/pal/parent-payment/policy> or, alternatively, a hard copy is available on request from Administration.

The Principal and the Business Manager are available if you wish to discuss any matters concerning payment. The Berwick College School Council relies upon and thanks you for your continued support.

Yours sincerely,



Josie Millard  
**Principal**



Phil Wightman  
**School Council President**

| Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum  | Amount                       |
|---|------------------------------|
| Classroom materials and photocopying for all mandatory subject areas English, Science, Humanities and Health<br>Sports equipment in classrooms and yard<br>Classroom materials and equipment for Art, Drama and Technologies<br>Student ID Card<br>Student printing credit (\$20)<br>Whole School Events (Athletic & Swimming Carnivals)<br>Digital Technologies – provisions, software, device configuration, upkeep, server and support for all school devices  | \$240                        |
| Curriculum Contributions – elective subjects (2 elective subjects per semester)   | Amount                       |
| <b>Arts</b> <ul style="list-style-type: none"> <li>• Art<br/><i>Variety of pencils, paints, papers and printing paraphernalia required to enable students to produce work for their assessments</i></li> <li>• Photography<br/><i>Digital cameras and photographic equipment available for use, maintained by the college, workbooks and study materials</i></li> <li>• Theatre Production<br/><i>Materials and equipment supplied for students to produce set, costume and lighting designs</i></li> <li>• Visual Communication Design<br/><i>Adobe Illustrator and SketchUp software packages available, along with various stationary supplies provided to create their projects</i></li> </ul>  | \$60<br>\$65<br>\$50<br>\$50 |
| <b>Health &amp; Physical Education</b> <ul style="list-style-type: none"> <li>• Exercise &amp; Sport Science<br/><i>Fitness Centre and equipment available, allowing students to participate in a range of activities to support understanding of biomechanics/sport science concept</i></li> <li>• Outdoor Education<br/><i>Introduces students to the concept of outdoor adventure and aims to develop initiative, leadership, teamwork, and responsibility through involvement in a variety of outdoor activities, such as bushcraft and cooking, first aid, use of environment and leisure time</i><br/><br/><i>**Additional opportunities to attend excursions on a user pay basis</i></li> <li>• Personal Fitness<br/><i>Fitness Centre and sports equipment available to enhance a wide range of training and fitness understanding and skills**Additional opportunities to attend excursions on a user pay basis</i></li> </ul> | \$70<br>\$100<br>\$100       |

| <b>Curriculum Contributions – elective subjects (2 elective subjects per semester)</b>  | <b>Amount</b>   |
|---|---|
| <b>Technology Subjects</b> <ul style="list-style-type: none"> <li> <p>• <b>Cook for Life</b><br/><i>A variety of food products such as pantry staples, fruit, vegetables, frozen goods, meat, dairy, condiments, herbs, spices, canned goods, pasta and rice that help students model prepare meals</i></p> </li> <li> <p>• <b>Food for the Future</b><br/><i>A variety of organic food products enabling students to prepare meals to be environmentally aware and consider the impact of food choices on the environment</i></p> </li> <li> <p>• <b>Food Technology - Catering</b><br/><i>A variety of food products and equipment to enable students to produce a range of menu options and build skills to cater for functions</i></p> </li> <li> <p>• <b>Product Design – Textiles Pyjama Party</b><br/><i>Sewing machines, tools, numerous fabrics, threads, zips and patterns to enable students to explore and produce garments</i></p> </li> <li> <p>• <b>Product Design – Wood</b><br/><i>A range of tools and wood supplied and maintained by the college, including hammers, chisels, nails, screwdrivers, saws, wood planes.</i></p> </li> </ul> | <p style="text-align: right;">\$110</p> <p style="text-align: right;">\$110</p> <p style="text-align: right;">\$110</p> <p style="text-align: right;">\$60</p> <p style="text-align: right;">\$75</p> |
| <b>Other Contributions - for non-curriculum items and activities</b>  | <b>Amount</b>   |
| First Aid Resources – equipment and materials to meet student health and hygiene needs at school, on camps and excursions   | \$25  |
| Student Wellbeing Program and Support – services provided via our Wellbeing Centre to assist and support students in their educational journey  | \$40  |
| Student and parent communication portal - Compass   | \$25  |
| School Sports Victoria affiliation  | \$20  |
| <b>Tax deductible contributions</b>   |   |
| <b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. (Suggested amount \$50)   | \$  |
| <b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. (Suggested amount \$50)   | \$  |

**Extra-Curricular Items and Activities**

Berwick College offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum.

If you would like to purchase an item or accept an offer to participate in a program for your child, please ensure payment is made to the school by the nominated due date.

| Extra-Curricular Items and Activities – provided on a User-Pay basis   | Amount                          |
|--|---------------------------------|
| Basketball Academy<br><i>Payable upon acceptance of offer (due date 28<sup>th</sup> February 2025)</i>   | \$600                           |
| Dance Academy<br><i>Payable upon acceptance of offer (due date 28<sup>th</sup> February 2025)</i>  | \$600                           |
| High Achievers’ Program<br><i>Payable upon acceptance of offer (due date 28<sup>th</sup> February 2025)</i>  | \$100                           |
| Instrumental Music – Instrumental Band - <i>Payable upon acceptance of offer</i>   | \$150                           |
| Instrument Hire - <i>Payable upon signing equipment hire agreement</i><br><br>Flute, Clarinet, Trumpet, Trombone, Violin, Viola<br><br>Alto saxophone, Tenor saxophone, Oboe, Bassoon, French horn, Cello<br><br>Baritone saxophone, Tuba, Double bass | \$170<br><br>\$270<br><br>\$370 |
| School Yearbook (distributed the following year)<br><i>Payable by end Term 3 2025</i>  | \$20                            |
| Interschool Sports program ( <i>CSEF funds can be used</i> )<br><i>Events advised throughout the year (payable 10 days prior to event date)</i>  | \$15 per activity               |
| Combination Padlock for student lockers (Collect from Administration)  | \$20                            |
| Other future incursions and excursions to be scheduled with a fee attached, students invited attend on a user-pay basis ( <i>CSEF funds can be used</i> )  | TBA                             |

### **Booklist**

Campion Education are the official suppliers of subject textbooks, the school recommends you purchase through their website or in person at your nearest retail outlet.

### **Payment arrangements and methods**

Berwick College contributions are outlined in Compass payment portal for each student, requesting they be finalised by the due dates. Payment methods include Compass Portal (via Contributions tab), over the phone via credit card, cash via Administration Building, BPAY and CentrePay.

### **Financial Support for Families**

Berwick College understands that some families may experience financial difficulty and offers a range of support options for Extra-Curricular activity payments, including:

- the Camps, Sports and Excursions Fund (CSEF)
  - If you hold a means-tested concession card or are a temporary foster parent, you may be eligible for CSEF payments of \$250 per year
- Payment Plan (Berwick College will work with families to develop acceptable payment plans)
- State Schools Relief
- School Saving Bonus

For a confidential discussion about accessing these services, contact our finance department via email [student.payments@berwickcollege.vic.edu.au](mailto:student.payments@berwickcollege.vic.edu.au).

### **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 Payments 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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- 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.