



# ROCHESTER SECONDARY COLLEGE

PO Box 186, 26 Edward St  
Rochester, VIC, 3561  
Ph. (03) 5484 1844  
rochester.sc@education.vic.gov.au  
www.rochsec.vic.edu.au

## PARENT PAYMENTS POLICY

### Purpose

To ensure that parent payment practices are consistent, transparent and ensure that all children have access to the standard curriculum.

### Rationale

Rochester Secondary College aims to ensure that all students can access a broad range of learning opportunities that support their expectations and promote their aspirations as they move through the education system. Parent contribution, in all forms, assists schools to provide an enriched learning and teaching program for every student and is highly valued by school communities.

### Parent Payment Charges

School Council supplements Department of Education funds by requesting payments from parents for the following items:-

- 1. Curriculum Contributions** - Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.
- 2. 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.
- 3. Other Contributions** - Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives. This includes contributions to the **Rochester Secondary College Building Fund**. This is a fully tax deductible fund and can only be used for the upkeep of buildings in the school.

### 2024 Curriculum Contributions

Parent Payments for Curriculum Contributions are set at \$150.00 for all year levels in 2024. We will also invite families to contribute \$150.00 to the Rochester Secondary College Building Fund. This was approved at School Council in October 2023. Both of these contributions are voluntary.

## Payment Arrangements & Methods

- Parents will be made aware of the costs associated with both curriculum contributions and other contributions by December of the previous year, along with a recommended payments schedule.
- The payments schedule will include itemised details relating to all payments, options to make payments by instalments, clear definitions of the category of any payments and advice to parents to contact the Principal or Business Manager if they require support or additional information.
- All payments and non-payments will be strictly confidential. The public identification of students or their parents where payments have or have not been received will not occur.
- All costs and processes associated with curriculum and other contributions will be reasonable, will be defensible in relation to Department of Education requirements, and will be within the expectations and capacity of the school community.
- Invoices for unpaid curriculum and extra-curricular items will be mailed quarterly, with requests for Voluntary Financial Contributions to occur in February each year.
- Unpaid curriculum contributions will not result in any detriment by the school to the student or family. Unpaid extra-curricular payments may compromise a student's ability to be involved in the optional activity in question. Unpaid Voluntary Financial Contributions do not constitute a non-payment and will not result in any detriment by the school to the student or family.

## Rochester Secondary College Building Fund

Rochester Secondary College has established a building fund which has been endorsed as a deductible gift recipient fund. This means any contributions are fully tax deductible. The funds raised can only be used for maintaining or enhancing the buildings within the school.

In 2024 the school is inviting families to contribute \$150.00 to this fund. This is a voluntary contribution and families are under no obligation to contribute.

## Family Support Options

As with all parent payments to the school, Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the Principal and/or Business Manager.

## Communication with Families

This policy will be communicated to the school community via newsletters and will be displayed on the school website.

## Review cycle

This policy will be reviewed annually by the school council.

This policy was last updated in October 2023 and is scheduled for review 2024.



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Dear Parent

Rochester Secondary College is looking forward to another great year of teaching and learning and would like to advise you of our voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school this support allows us to offer a wider range of subjects, special curriculum experiences and enhanced digital learning opportunities.

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

Rochester Secondary College has also established a building fund which is fully tax deductible for families and can only be used for the upkeep/refurbishment of school buildings.

The Education Department does not provide personal accident insurance or ambulance cover for students. Parents/carers of students, who do not have student accident insurance/ambulance cover, are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance or transport as well as any other transport costs.

Private property brought to school by students is not insured and the school does not accept any responsibility for any loss or damage. This can include mobile phones, sporting equipment etc. Students are discouraged from bringing any unnecessary or particularly valuable items to school.

## Financial Support for Families

Rochester Secondary College understands that some families may experience financial difficulty and offers a range of support options, including Camps, Sports & Excursions Fund (CSEF) and State Schools Relief.

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

Caroline Fiedler – Business Manager, Ph. 03 5484 1844, email: caroline.fiedler@education.vic.gov.au

## Payment Methods

- **Direct Debit:** Rochester Secondary College

**BSB: 063 000 Account Number: 1416 4932**

Please enter student's name or code in the reference line.

- **EFTPOS, Cash or Cheque:** In person at the General Office.

Yours sincerely,

Chris Sanders  
Acting Principal

John Atley  
School Council President



# ROCHESTER SECONDARY COLLEGE

## Parent Payments Schedule 2024

### Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

Year 7 - 12	
Curriculum Contributions	Amount
General Classroom Materials	\$30.00
Photocopying & Printing	\$30.00
Educational Incursions/Excursions	\$20.00
Online Educational Resources	\$30.00
School Provided Text & Handouts	\$25.00
School Diary	\$15.00
<b>TOTAL</b>	<b>\$150.00</b>

### Other Contributions

Rochester Secondary College has established a Building Fund and are inviting families to make a tax deductible contribution to the fund.

Year 7 - 12	
Building Fund Contributions	Amount
Tax Deductible Contribution	\$150.00
<b>TOTAL</b>	<b>\$150.00</b>

### Extra-Curricular Items & 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.

# 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	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	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.