

October 2024

Dear Parent/Guardian,

Collingwood College is looking forward to another great year of teaching and learning and would like to advise you of Collingwood 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, 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 of 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 has allowed us to upgrade teaching and learning facilities in specific learning areas, for example, our general classrooms, media laboratories, camps program, and music department. Our subject offerings have been expanded and there is ongoing support for the work of the homework centre including information technology aid for all students.

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

Yours sincerely,



**Chris Millard**  
Principal



**Geoff Rundell**  
School Council President

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
Steiner Class 4 program resources Please refer to the below section of extra-curricular items and activities and related costs	
Printing and photocopying of worksheets and learning materials	\$ 20.00
Whole school events <ul style="list-style-type: none"> <li>Cultural Awareness – Indigenous Studies</li> </ul>	\$ 5.00
<b>Total Curriculum Contributions</b>	<b>\$ 25.00</b>
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
Student wellbeing programs - Cyber safety, wellbeing support staff	\$114.50
Compass - Student/Parent communication tool	
First aid equipment	
School grounds maintenance and improvements	
<b>Total Other Contributions</b>	<b>\$114.50</b>

<b>Tax-Deductible Contributions</b>	<b>Amount</b>
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$
<b>Total Tax-Deductible Contributions</b>	<b>\$</b>

### Stationery Items

It is strongly recommended that you purchase the listed stationery items from Mercurius online for your child to individually own and use. Attached are details of how to order your Steiner stationery items. Stationery items will no longer be available through the school.

### Extra-Curricular Items and Activities - provided on a user-pays basis

Collingwood 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.

Extra-Curricular Items and Activities	Amount
<b>Steiner Class 4 Program Resources</b>	
Class materials and equipment	\$ 180.00
Eurythmy	\$ 320.00
Art & Craft	\$ 100.00
Dancing, play based learning, gardening	\$ 35.00
Home Surroundings/Cooking	\$ 90.00
Orchestra	\$ 290.00
<b>Total Steiner Program Resources</b>	<b>\$1,015.00</b>
Instrumental Music Strings Group	\$ 832.50
Instrumental Music Strings Individual	\$1,250.00
Other optional Class 4 camps and excursions to be scheduled	TBA
<b>Total Extra-Curricular Items and Activities</b>	<b>\$</b>

### Instrumental Music Program

Instrumental music lessons are offered from Class 3 onwards. The study of a stringed instrument (violin, viola or cello) and participation in Orchestra is compulsory for students in the Steiner Program. Senior students in Class 6 have the option of commencing non-string music lessons. The non-strings instruments on offer include voice, drums, guitar, piano, woodwind (flute, clarinet, saxophone) and brass (trumpet, trombone).

### Financial Support for Families

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

- The Camps, Sports and Excursions Fund (CSEF)
- Payment plans tailored to individual needs
- State School Relief Fund (assistance with clothing/stationery items)
- Support from wellbeing team to access assistance from outside services
- Concessions available for families with three or more children at the school

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Elizabeth Keily on 03 9417 6681 or email

[elizabeth.keily2@education.vic.gov.au](mailto:elizabeth.keily2@education.vic.gov.au)

**Total**

Category	Total
Curriculum contributions	\$ 25.00
Other contributions	<i>(non-tax deductible)</i> \$ 114.50
	<i>(tax-deductible)</i> \$
Extra-curricular items and activities	\$1,015.00
<b>Total</b>	<b>\$</b>

**Payment Methods**

Several payment methods are available including BPay, Compass, in person or by phone. Payment plans for extra-curricular items and activities can be established with accounts receivable Elizabeth Keily at the school. Further details of payment methods and options are attached.

<b>Option A</b>	BPay – This number is located on the bottom of your family statement. If you cannot locate this number, please contact the office. Please email the school at <a href="mailto:collingwood.co@education.vic.gov.au">collingwood.co@education.vic.gov.au</a> at the same time of payment to let us know what you are paying for.
<b>Option B</b>	Compass – This form of payment is done through the Compass portal
<b>Option C</b>	In-person or by phone – Cash, cheque, credit card
<b>Option D</b>	Direct Deposit – Funds may be credited to our school bank account. It is essential that you include your code (same as your compass ID) or Student Name and a brief description of what the payment is for e.g., "BAR0002 Voluntary Contributions," or "WAR0774 Year 5 Camp." <b>Commonwealth Bank Australia (CBA)</b> <b>BSB 063123 Account Number 10052458</b>

**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.