**2022 ANNUAL PARENT PAYMENTS**

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Dear Parents/Carers,

Concord School would like to thank you for your continued support throughout a difficult 2021. We are looking forward to another great year of teaching and learning next year and would like to advise you of our school’s voluntary financial contributions for 2022*.*

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.

In 2022, parents/carers of Secondary Students are asked to pay $240 per child towards curriculum contribution items. Among other things, these items include writing books, project books, colouring materials, pens/pencils, scissors, sharpeners, rulers, reading journals and handwriting books. These items are distributed by the teachers to students at the beginning of the year and replenished as necessary throughout the year. Parents/carers who would prefer to purchase their own materials can request a list from the office. Students who are attending part time are able to pay a pro rata amount.

As per previous years, parents/carers are invited to make a voluntary contribution towards the school. If this donation is made freely with the knowledge that there can be no refunds and no material benefit obtained, then parents/carers will be able to claim a tax deduction for this donation. Please contact the Bundoora Campus Office if you would like to organise this.

Parents/carers may be asked to pay for voluntary excursions, incursions and camps throughout the year. In 2022 each year level will be participating in up to one excursion and one incursion per term. The cost of these activities will be determined at the beginning of each term to give parents ample time to make arrangements. Costs for camps will be distributed at the Meet the Teacher Evening early in the year.

Concord School will continue using Compass to process all payments in 2022, including the 2022 Annual Parent Payments. This payment is available on Compass for you to pay now. A payment plan option has been listed on page three of this document, to allow parents to make their payments slowly over a number of fortnights. Other payment plans can be put together to suit the individual needs of families. Please contact Samantha Browne in the Bundoora Campus Office to organise this

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

School Council thanks you for your support which will help Concord School maintain its innovative and dynamic learning environment - one which we should all be proud of! If you have any queries regarding the above, please speak to Samantha Browne (Business Manager) or Jason Coningsby (Principal).

Kind Regards,

Jason Coningsby Mark Lancaster

Principal School Council President

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| **Curriculum Contributions** - items and activities that students use, or participate in, to access the Curriculum | **Amount** |
| *Secondary Student Classroom Consumables, Materials & Equipment*   * Covers all classroom materials used by your child such as exercise and project books, pencils, textas, glue sticks, scissors etc | $100 |
| *Secondary Student Online Subscriptions*   * Covers student and classroom online subscriptions to programs such as Reading Eggs, Wushka, ePlatform by Wheelers, Study Ladder and Mathletics, where appropriate to your child’s class. | $30 |
| *Secondary Students Specialist Classroom Consumables, Materials & Equipment*   * Covers all classroom materials that your child may use within their Specialist and electives classes | $70 |
| *Secondary Students Additional Programs*   * Covers all additional programs that your child may participate in including the Challenge Program, Fit for Life, Experience Days and other class day trips, as appropriate to your child’s class | $40 |
| **Total Amount** | **$240** |

### Financial Support for Families

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

* Camps, Sports and Excursions Fund (CSEF) – This is a government provided payment that contributes towards the cost of camps, sports and excursions for eligible students. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply for this $125 payment at the beginning of each year.
* States School’s Relief – This organisation may cover the cost of new school uniforms, shoes, books and more for disadvantaged students. State’s School’s Relief work directly on applications submitted by school’s so please contact the Bundoora Campus Office if you would like to discuss this option.
* Payment plans that can be tailored to your individual financial circumstances

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Samantha Browne (Business Manager) on 03 9467 3972 or email [samantha.browne@education.vic.gov.au](mailto:samantha.browne@education.vic.gov.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 Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.

**Logo, company name

Description automatically generatedCONCORD SCHOOL**

**PAYMENT OF 2022 ANNUAL PARENT PAYMENTS**

**Payment is requested by Friday 25th February 2022**

**Childs Name: ………………............................................................................................**

**Grade: ……………………………………………….**

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| **CURRICULUM CONTRIBUTIONS** | **COST** |
| Classroom and Specialist Classroom Consumables and Materials | **$240** |

**Please tick preferred payment option:**

* Payment in full
* Six fortnightly payments of $40 made on the 25th Feb, 11th March, 25th March, 8th April, 24th April, 8th May

*Payment plans must be made via Compass or by filling in the credit card slip below. Multiple payment plans are available on Compass. Other options can be tailored to suit your financial situation, please contact the Bundoora Campus Office for more information.*

**If paying in full please select the payment method below:**

* Payment by Compass (preferred)
* Payment by Cash – Enclosed in a sealed and labelled envelope
* Payment by Credit Card (Mastercard, Visa) – Using the slip below
* Payment by Direct Deposit – **BSB** 063-246 **ACC** 10060407 (please include your surname as the reference)

**Credit Card Payment Slip – Concord School**

Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Total payment: $240

Payment for: 2022 Annual Parent Payments

CARD HOLDER’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CREDIT CARD NO:

EXPIRY DATE: \_\_\_\_\_/\_\_\_\_\_ VISA MASTERCARD CCV:

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_/\_\_\_\_/\_\_\_\_

**parent PAYMENTS policy**

**ONE PAGE OVERVIEW**

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|  | 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. |

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|  | 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). |

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|  | 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. |

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|  | 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. |

