

## Parent Payment Arrangements 2022

### Grade 1/2

5<sup>th</sup> November 2022

Dear Parents/Guardians,

Caulfield Junior College is looking forward to another great year of teaching and learning and would like to advise you of *Caulfield Junior College* '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. We want to thank you for all you 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.*

The environment and resources that we enjoy today represent the financial contributions made by our parent/carer community over many years. The contributions made by parents/carers make a significant difference to the quality of our programs and events that are so essential in being able to provide the rich learning opportunities that foster our belief in developing the whole child - however, these do not come without extra costs involved.

The ongoing commitment from all parents/carers to contribute financially to the school benefits all students and results in improved achievement outcomes, engagement in learning, student support services and IT technical support.

This financial support ensures that we can continue to provide the essential range of facilities and resources for your children. Your continued support in 2022 will allow us to:

- Organise and coordinate rich, extensive programs outside of the traditional teaching and learning programs
- Constantly add new material for teachers to use to support personalised and quality learning in all areas of the curriculum - English, Mathematics, Science, Art, Music, Inquiry, Language and PE. Ensure the upkeep and the availability of our computer devices to enhance learning opportunities. The allocation of devices in the one-to-one computer program is another initiative that will support your child and their work in this important learning area.
- Facilitate Literacy and Mathematics online digital subscriptions as well as online library content.
- Offer effective and dedicated wellbeing and IT programs for all students as well a provision of a dedicated First Aid officer.

Payments can be made via Courses/Confirmations on Compass or via EFTPOS at the front office.

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

Yours sincerely,

*Chris Chant*

**Principal**

*Joseph Chang*

**School Council President**

*Tom Roth*

**School Council Treasurer**

## Curriculum Contributions

| Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum  | Amount   |
|---|----------|
| <p><b>Curriculum Contributions directly support essential curriculum areas and programs that we offer including but not limited to:</b></p> <ul style="list-style-type: none"> <li>• class sets for vital numeracy manipulatives (MAB, Playing Cards, Trundle wheels, counters, protractors etc.)</li> <li>• critical literacy resources (Guided reading books, take home readers, dictionaries etc.)</li> <li>• handwriting books</li> <li>• the maintenance and repair of musical instruments</li> <li>• replacement of sporting equipment</li> <li>• provision of visual art resources</li> <li>• purchasing of inquiry and science resources</li> <li>• classroom consumables including craft supplies, paints, pipe cleaners, tapes, labels, certificates, coloured paper, and any other item used within the classroom or taken home</li> <li>• purchasing of art supplies and resources</li> <li>• LOTE program resources</li> <li>• printing and photocopying of worksheets and learning materials to learn in class and at home</li> </ul> | \$149.00 |
| <p><b>Online Subscriptions</b></p> <ul style="list-style-type: none"> <li>• Mathletics is an engaging app that supports your child's learning of maths at school and at home</li> <li>• E-book Library (online multi-lingual books/magazines)</li> <li>• Essential Assessment tools</li> <li>• COMPASS to support Report Writing (including the tracking of student academic and wellbeing data)</li> </ul>   | \$47.50  |
| <p><b>Student Programs</b></p> <ul style="list-style-type: none"> <li>• Student Wellbeing Program</li> <li>• Gr 6 Graduation</li> <li>• ICT Program (including additional support of one-to-one device program)</li> <li>• Cyber Safety Program</li> <li>• Resilience Project (whole school wellbeing program)</li> </ul>   | \$55.00  |

## Other Contributions

| Other Contributions - for non-curriculum items and activities   | Amount                         |
|---|--------------------------------|
| <p><b><u>First Aid Contribution</u></b><br/>There is a high level of communication with parents required by school in relation to First Aid as well as increasing levels of documentation required for compliance purposes. The school has chosen to have an allocated staff member to facilitate a high level First Aid/Student Health service at the school.<br/>This levy will go towards supporting the First Aid service within the school.</p>  | Suggested Contribution \$40.00 |
| <p><b><u>Student Wellbeing Contribution</u></b><br/>CJC has a dedicated Student Wellbeing Officer 4 days a week. Their role is to support individual student wellbeing and coordinating the 'Peaceful Kids' program across the school. Our wellbeing program includes the engagement of external professionals on as needs basis. Your contribution supports us in developing our knowledge of the many different student needs and the best approach to assist them and their families.<br/><br/>Student Wellbeing has never been more important than it is right now. CJC is committed to supporting all our students and families in reconnecting with each other as we emerge from the previous 18 months of lockdowns and hardship.</p>      | Suggested Contribution \$60.00 |
| <p><b><u>Administration Contribution</u></b><br/>One of the biggest advantages that we had during COVID-19 Remote and Flexible Learning was the ability to disseminate information, communicate, and engage with our parent community. We were also able to adapt quickly to enhance our website and produce promotional videos to replace traditional tours for prospective families.<br/>Using Compass also allowed us to seamlessly refund parents as soon as student events were unable to take place.<br/>This levy will go towards the continued support of the following: Compass, e-Newsletters, Website maintenance, Promotional Videos and Parent Information Webinars</p>  | Suggested Contribution \$40.00 |
| <p><b><u>School Maintenance Contribution</u></b><br/>CJC has undergone some significant physical changes over the past few years: shade structures, safety fencing around the school, repaint of main building and external painting of the portables, library re-structure, new seating, asphalt marking, additional classrooms, main building entry/exit upgrades, playground safety, carpet in Junior building as well a general upkeep of the school grounds. We have also installed tri-lingual signage across the school.<br/>We are currently planning an upgrade to the Balaclava Road Entrance to the school and any contribution made by parents would support this project as well as an ongoing commitment to school improvement.</p> | Suggested Contribution \$60.00 |
| <b>Tax deductible contributions</b>   |                                |
| <p><b><u>Library Contribution (tax deductible)</u></b><br/>The upgrade of the library space continues. 2022 will once again see the library being utilised to support the literacy needs of our multilingual families including books in French, Spanish and Hebrew.</p>  | Suggested Contribution \$30.00 |
| <b>Total Amount</b>   | \$                             |

## Educational items for students to own

Please note the DET have advised that schools are no longer able to 'on-sell' any items, including stationery, to families and as such parent have the option of providing the stationery to the school independently, or by using our third-party provider, Complete Office Supplies (COS), via their Parent Portal. A link to the portal can be found on our website on the '**2022 Parent Payments**' page.

- Ability to select items that you need
- Free delivery to the school for orders over \$55
- Packs will be labelled and delivered to the school in readiness for the first day of school.
- Order cut-off 17<sup>th</sup> December 2021

Below is the list of items that the school recommends you purchase from 'COS' for your child to individually own and use. If you choose not to use our third-party provider and supply your own stationery, please ensure that the entire list is supplied with comparable quality items.

### 2022 GRADE 12 STATIONERY LIST

| Item Code | Item Description                                   | Color    | COS UOM | 2022 Qty |
|-----------|--|----------|---------|----------|
| ADHE4102  | GLUE STICK COS 36 GRAM                             | Clear    | Each    | 4        |
| BTS00014  | FILE DOCUMENT WALLET BOARD FC COS GREEN            | Green    | Each    | 1        |
| BTS00015  | FILE DOCUMENT WALLET BOARD FC COS BLUE             | Blue     | Each    | 1        |
| BTS00079  | RULER WOODEN COS 300MM                             |          | Each    | 1        |
| BTS00080  | ERASER COS VINYL LARGE                             |          | Each    | 3        |
| BTS00098  | PENCIL GRAPHITE COS NATURAL TRI JUMBO HB           |          | Each    | 8        |
| BTS01005  | BTS PACK DRAWSTRING BAG COS RED EACH               | Red      | Each    | 1        |
| CASE1107  | Plastic Mesh Case B4 435 x 250mm Clear             |          |         | 1        |
| DISY3063  | DISPLAY BOOK REFILL MED WEIGHT COS A4 20P GREEN    | Green    | Each    | 1        |
| EXER9030  | EXERCISE GRAPH BOOK COS A4 96PG 55GSM 10MM GRID EA | Cockatoo | Each    | 2        |
| EXER9063  | EXERCISE BOOK COS A4 70GSM 48PG 18MM DT EA         | Deer     | Each    | 1        |
| EXER9067  | SCRAPBOOK COS 330X240 64PG 100GSM PLAIN EA         |          | Each    | 3        |
| EXER9068  | SCRAPBOOK MINI COS 165X245MM 64PG 100GSM PLAIN EA  |          | Each    | 2        |
| EXER9269  | EXERCISE BOOK COS A4 70GSM 96PG 18MM DT EA         | Penguin  | Each    | 6        |
| HEAD4690  | HEADPHONES ON-EAR (NO MIC)                         | Black    | Each    | 1        |
| MARK4555  | MARKER COLOUR FABER CONNECTOR AST PKT-20           | Assorted | Pkt20   | 1        |
| PENC4310  | PENCIL COLOUR COS HEXAGONAL ASSORTED BOX-12        | Assorted | Box12   | 1        |
| SCIS3612  | SCISSORS KIDS SAFETY COS 135MM R/HANDED COMFORT    | Assorted | Each    | 1        |
| SHAR1061  | SHARPENER PENCIL BARREL COS PLASTIC DOUBLE         | Assorted | Each    | 1        |
| TISS1040  | FACIAL TISSUE COS 2PLY 100SHT EACH                 |          | Each    | 1        |
| CASE1101  | CASE PENCIL TARTAN 375 X 264MM 2 ZIP               | Tartan   | Each    | 1        |

## Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- personalised payment plans.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact our Business Manager, Megan Barclay  
Ph: 03 9509 6872 | Email: [megan.barclay@education.vic.gov.au](mailto:megan.barclay@education.vic.gov.au)

## Extra-Curricular Items and Activities

Caulfield Junior 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 to deliver the Curriculum. These are provided on a user-pays basis.

*Due to the ongoing issues with planning events, excursions and incursions will continue to be advised to parents as and when they occur.*

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## French Binational Program

Caulfield Junior College offers the French Binational Program as a user pays program. The program, accredited by the AEFE and the French Ministry of Education, is over and above the standard Victorian Curriculum.

*Due to the school's commitment to additional staff wages for the full school year, as attributed to the French Binational Program, the Parent Levy is payable per this Payment Policy in all instances of temporary absence from the French Section. Please refer to the CJC Parent Payment Policy for more information.*

| French Binational Program  | Amount            |
|--|-------------------|
| <ul style="list-style-type: none"> <li>• Staffing (84%) – The biggest proportion of the staffing component charged to parents of the French Binational Program, are charged to cover the cost of the additional staffing (7) that we employ that are over and above the staffing structure entitlement as stated by the Department of Education and Training as they are required to maintain AEFE accreditation. This includes staff salaries as well as the annual costs associated with Superannuation / Long Service Leave Accrual / Work Cover etc.</li> <li>• Operational Costs (16%) – AEFE professional development / memberships and accreditation fees / Binational Program specific resources / student assessment / replacement staff for planned leave being the four greatest operational expenses.</li> </ul> | <b>\$2,700.00</b> |

## Total Per Student

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

## Payment methods

We ask that parents complete the Course Confirmations / School Payments online via COMPASS by the **15<sup>th</sup> of January 2022**. We would like to advise parents that Compass is the primary method for **ALL** Curriculum Contributions, Extra-Curricular Items and Activities as well as Other Contributions.

## Monthly Payment Plan

*French Binational Program* – French Binational Program Curriculum Contributions / Extra-Curricular Items and Activities / Other Contributions

|         |         |         |
|---------|---------|---------|
| 17% JAN | 17% FEB | 17% MAR |
| 17% APR | 17% MAY | 15% JUN |

## 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.

All refunds will be made via Compass onto the credit/debit card used to make the payment.

Please refer to the Caulfield Junior College Parent Payment Policy document on the CJC website. This and the Department's Parent Payment Policy (one page overview) can be found on the Caulfield junior College website, under '2022 Parent Payments'.

# 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.