



COBURG HIGH SCHOOL  
101 Urquhart Street, Coburg VIC 3058  
P: (03) 9353 1700 | F: (03) 9354 0930  
[www.coburg.vic.edu.au](http://www.coburg.vic.edu.au) | [coburg.hs@edumail.vic.gov.au](mailto:coburg.hs@edumail.vic.gov.au)  
*Excellence Integrity Curiosity Community*

Dear parent/guardian,

Coburg High School is looking forward to another great year of teaching and learning and would like to advise you of *Coburg High 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. 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 has allowed us to *have a wider offering of subjects and special curriculum experiences; enhanced digital learning opportunities; the upgrade of our library; faster WIFI and internet.*

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

Yours sincerely,

**Brent Houghton**  
**Acting Principal**

**Cate Hall**  
**School Council President**

Student Name: \_\_\_\_\_

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Year 11 and Year 12 Student ID Card</i>	\$10
Year 11 and 12 Curriculum based resources provided in lieu of textbooks	\$115
<i>Year 11 and 12 classroom consumables, materials &amp; equipment Unit 1-4 Subjects</i>	\$120
<i>Year 11 and 12 Home Group and Student Support Consumables including craft items, food ingredients, poster paper and activities including incursions</i>	\$90
<i>Provision and Upkeep of school devices, peripherals and ICT including classroom equipment</i>	\$35
ICT Curriculum License <ul style="list-style-type: none"> <li>• Oliver</li> <li>• Jamf</li> </ul>	\$50
<i>Year 11 and 12 Printing and photocopying of worksheets and learning materials</i>	\$35
Year 11 and 12 Whole school events <ul style="list-style-type: none"> <li>• Athletics carnival - entry and transport (\$15)</li> <li>• Swimming carnival – entry and transport (\$15)</li> </ul>	\$30
<i>Food Technology (flour, egg, sugar, milk, butter, cheese, poultry, meat, cold meats, fruit, berries, chocolate, vegetables)</i>	\$150
<i>Visual Art Electives - Visual Communications, Media, Studio Arts</i>	\$50
Other Contributions - for non-curriculum items and activities	Amount
<i>Student wellbeing programs</i>	\$30
<i>First aid equipment</i>	\$25
<i>School grounds maintenance and improvements</i>	\$25

Tax deductible contributions	
<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 Amount</b>	\$

### Educational items for students to own

Attached is a list of items that the school recommends you purchase from Campion Education for your child to individually own and use.

### Extra-Curricular Items and Activities

Coburg High School 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 in order to deliver the Curriculum. These are provided on a user-pays basis.

If you would like to purchase an item or activity for your child, please indicate on the table below and return this to the school by 18 December 2021

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
Optional Instrumental individual music lessons (Please complete Instrumental Music Form)	\$800	
Optional instrumental group music lessons	\$480	
<b>Total Extra-curricular Items and Activities</b>		\$

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund



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

Sally Boyd - Business Manager

Ph: 03 9353 1700 | Email: sally.boyd@coburg.vic.edu.au

**Total**

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

**Payment methods**

Cash at receptions, credit card, BPay, Compass. Payment Plans are available through Compass

**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.

# 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.