



**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)  
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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 2023.

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*

Brent Houghton  
Principal

*Cate Hall*

Cate Hall  
School Council President

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
<i>Year 7 Student ID Card</i>	\$10
<i>Year 7 Curriculum based resources provided in lieu of textbooks</i>	\$105
<i>Year 7 classroom consumables, materials &amp; equipment</i> <ul style="list-style-type: none"> <li>• Visual Arts – paint, drawing materials, lino, wire, coloured paper (\$30)</li> <li>• Science – chemicals, equipment (\$30)</li> <li>• Performing Arts – costumes, masks, scripts, equipment (\$30)</li> <li>• Health and Physical Education - equipment (\$25)</li> <li>• Lote (\$25)</li> </ul>	\$140
<i>Year 7 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
<i>ICT Curriculum License</i> <ul style="list-style-type: none"> <li>• Oliver</li> <li>• Jamf</li> </ul>	\$50
<i>Year 7 Printing and photocopying of worksheets and learning materials</i>	\$35
<i>Year7 Whole school events</i> <ul style="list-style-type: none"> <li>• Athletics carnival - (\$15)</li> <li>• Swimming carnival – (\$15)</li> </ul>	\$30
<b>Total Curriculum Contributions</b>	<b>\$ 495</b>

<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<i>Student wellbeing programs</i>	\$30
<i>First Aid</i>	\$25
<i>School grounds maintenance and improvements</i>	\$25
<b>Total Other Contributions</b>	<b>\$ 80</b>

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

### Educational items for students to own

Please refer to the booklist of items that the school recommends you purchase from Champion Education for your child to individually own and use.

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

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

The cost of extra-curricular items and activities will be advised throughout the year on Compass.

Extra-Curricular Items and Activities	Amount
Optional Year 7 school camp (Please complete Medical Forms)	\$TBC
Optional Year 7 instrumental individual music lessons (Please complete Instrumental Music Form by December 13th)	\$800
Optional Year 7 instrumental group music lessons (Please complete Instrumental Music Form by December 13th)	\$480
<b>Total Extra-curricular Items and Activities</b>	<b>\$</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

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

Kylie Moverley - Business Manager (Acting)  
 Ph: 03 9353 1700 | Email: [kylie.moverley@coburg.vic.edu](mailto:kylie.moverley@coburg.vic.edu)



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**Total**

Category	Total
Curriculum Contributions	\$
Other Contributions	<i>(Non-tax deductible)</i> \$
	<i>(Tax-deductible)</i> \$
Extra-Curricular Items and Activities	\$
<b>Total</b>	<b>\$</b>

**Payment methods**

Cash at reception, 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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) 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.