

October 2021

Dear parent/guardian,

Lyndale Secondary College is looking forward to another great year of teaching and learning and would like to advise you of the 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 your child. We want to thank you for all your financial support which makes a huge difference to our school and the programs we can offer.

Our college is proud of the achievement of our students and of the opportunities we are able to offer to all students in our college. As the Government funds fall short of what is required to deliver the enhanced educational program and the student services that our community expects your financial support is welcomed.

Lyndale Secondary College makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

Therefore, Lyndale Secondary College Council, like most other School Councils in the State, invite parents to make a contribution to cover this shortfall. Your contribution enables the school to purchase a variety of resources to provide the best possible educational opportunities for your child.

Within our school this support has allowed us to:

- Offer wide range of subjects,
- Extra-curricular activities,
- Improve Wellbeing Program,
- Purchase latest equipment/devices for students to use,
- Provide access to new technology,
- Access to First Aid,
- Refurbishments of school's facilities.

Department of Education guidelines now mandate that schools are UNABLE to provide parents with a statement of fees. With this in mind, parents are asked to please review the recommended voluntary financial contributions schedule for 2022 that is attached for an indication of contributions for your child/ren.

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

Yours sincerely,



Pam Robinson  
Acting Principal



Kerry Hayhow  
School Council President



<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
Year 7 Student ID Card	\$10
Year 7 Planner	\$8
Lock (Compulsory for all Year 7 students)	\$15
Year 7 classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>• Maths - materials &amp; equipment, photocopying, subscriptions for learning (\$16)</li> <li>• Drama &amp; Dance - shared classroom stationery, materials, photocopying (\$9)</li> <li>• LOTE (French/Japanese) - classroom stationery, photocopying, subscriptions (\$6)</li> <li>• Health &amp; Physical Ed. - stationery &amp; charts, equipment, fitness sheets (\$6)</li> <li>• Science - classroom stationery, materials, photocopying, subscriptions (\$22)</li> <li>• English - photocopying, stationery (\$10)</li> <li>• Humanities - photocopying (\$5)</li> <li>• Technologies (Food/Digital) - food items, product design materials (\$15)</li> <li>• Library - stationery, newspapers/magazines (\$11)</li> </ul>	\$100
Year 7 whole school events <ul style="list-style-type: none"> <li>• Athletics carnival - entry and transport (\$20)</li> <li>• Swimming carnival - entry and transport (\$25)</li> </ul>	\$45
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
School Sports Victoria membership	\$15
Student wellbeing programs - photocopying/printing booklets, information sheets, wellbeing packs, wellbeing workshops/seminars	\$10
First aid equipment	\$15
Students and parents communication (Compass usage)	\$60
School support - tutoring, homework club	\$20
<b>Tax deductible contributions</b>	
Building fund. <i>A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure (donation over \$2 are tax deductible)</i>	\$
<b>Total Amount</b>	<b>\$</b>

### Educational items for students to own

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

- Champion booklist - Year 7 textbooks and stationery
- Laptop (BYOD) - a requirement for all students (*please refer to the JB Hi-Fi information sheet included*)

### Extra-Curricular Items and Activities

Lyndale Secondary 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 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 **10<sup>th</sup> November 2021**.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
Optional Year 7 school camp (2 <sup>nd</sup> to 4 <sup>th</sup> March 2022) <i>(No payment plans. CSEF can be applied only if parents/guardians have a Centrelink card valid until 30/04/2022)</i>  <i>(\$150 Camp deposit by: 10/12/2021)</i> <i>(\$210 Camp balance by: 18/02/2022)</i>	\$360	
Optional Year 7 Interschool Sports program	To be advised	
Optional Year 7 private music lessons <i>(Instrumental Music and Voice Levies form to be completed, please see the music staff to obtain this form)</i>	\$	
Other optional Year 7 camps and excursions as scheduled	To be advised	
<b>Total Extra-curricular Items and Activities</b>		<b>\$</b>

### Financial Support for Families

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

- **Camps, Sports and Excursions Fund (CSEF)** - provides payments for eligible students to attend camps, sports and excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply and a Special Consideration eligibility category also exists.

- Parents can request **second hand options** through the school uniform and book supplier or these online platforms:
  1. **Sustainable School Shop** - [sustainableschoolshop.com.au](https://sustainableschoolshop.com.au)
  2. **State Schools' Relief** may cover part of the cost of new school uniforms, shoes, books and more for disadvantaged students. State Schools' Relief only responds to requests from school principals, assistant principals or welfare coordinators. Parents or Carers who are struggling need to make an appointment with the school to discuss their situation.
- **Student Scholarships** are generally awarded on the basis of academic achievement, participation in the school and local community, or financial need, but are not limited to these. The Department of Education and Training administers 35 different student scholarships, equating to approximately 250 scholarship awards as some scholarships have more than one award.
- **School Loans:** Families facing financial difficulties can contact the student wellbeing leader to arrange the following:
  - Welfare book hire (10% of the original cost, up to 3 textbooks)

***(Financial Hardship application form to be completed with a valid Centrelink card)***

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

Bonnie Ly

Ph: 03 9795 2366 | Email: [lyndale.sc@education.vic.gov.au](mailto:lyndale.sc@education.vic.gov.au)

**Total**

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

**Payment methods**

- Option A:** CASH (at the school general office)
- Option B:** DIRECT DEPOSIT BSB: 313 140 ACC: 12036006  
Lyndale Secondary College  
(Please ensure you enter your child/s first and last name in the reference)
- Option C:** BPAY – BILLER\_CODE: 87361 FAMILY ID CODE: \_\_\_\_\_ (Please contact the school to obtain the Family ID Code)

(Please email [lyndale.sc@education.vic.gov.au](mailto:lyndale.sc@education.vic.gov.au) to advise what charges are being paid, otherwise payment will be allocated against the oldest charge)

- Option D:** COMPASS PAY
- Option E:** CREDIT CARD / EFTPOS PAYMENT (at the school general office or over the phone)
- Option F:** PAYMENT PLANS  
Paying by instalments can be arranged through **Centrepay** (application form to be completed with a valid Centrelink card) or 'Payment Plan' set up on **Compass**. Please contact the office for more information regarding Payment Plans on 9795 2366.

**Refunds**

Parents request for refund are subject to the discretion of the school and made on a case-by-case basis applying the following Lyndale SC School Council's recommendations, the Department's Parent Payment Policy and Guidance.

- Minimum refund amount is \$10 and **only** via EFT
- Maximum refund amount is the cost of the event, camp or excursion, **only** if it is cancelled by the school or submission of medical certificate for the student.
- The school fees may not be refunded including exited students as the contribution is made voluntarily.

# 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.