



# TRAFALGAR HIGH SCHOOL

ABN 68 394 815 266

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Phone: (03) 5633 1733

Email: [generaloffice@trafalgar.hs@edumail.vic.gov.au](mailto:generaloffice@trafalgar.hs@edumail.vic.gov.au)

Dear Parent

Trafalgar High School is looking forward to another great year of teaching and learning and would like to advise you of Trafalgar High School's parent payment arrangements for 2021.

Trafalgar High School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents. There will be excursions during the year, which may incur additional costs. We do appreciate that some families experience difficulties in meeting payment requests and a range of support and payment options are available (shown below). If you have a Health Care Card please apply for the CSEF payment. Please contact the General Office to discuss these options if required.

## **FINANCIAL SUPPORT FOR FAMILIES**

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

- CSEF (Camps, Sports & Excursion Fund)
- Centrepay
- Access to State Schools Relief Committee support for clothing / uniforms (via Welfare Office)
- Second-hand Uniform shop
- Fortnightly or monthly Payment Plans

Centrepay and CSEF options are available for families who receive Centrelink benefits. Application forms are available at the school office.

For a confidential discussion about accessing any of these options, or if you would like to discuss alternative payment arrangements, please contact Sharon Lowater, Business Manager on 5633 1733 or via email on [sharon.lowater@education.vic.gov.au](mailto:sharon.lowater@education.vic.gov.au).

You can also contact David Lyons, Student Welfare Co-ordinator for a confidential discussion on 5633 1733 or via email on [david.lyons@education.vic.gov.au](mailto:david.lyons@education.vic.gov.au)

## PAYMENT METHODS

We offer a variety of payment methods to assist our families:

- Eftpos
- BPAY – individual reference number is on your Family Statement which is sent out once a term
- Centrepay Instalments
- Cash / Cheque

**Payments are due by April 1<sup>st</sup>, 2021 if a Payment Plan / Centrepay plan is not in place.**

## REFUND POLICY

Trafalgar High School will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party.

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

Yours sincerely,



Jane Mersey

PRINCIPAL



Tanya Megaw

SCHOOL COUNCIL PRESIDENT

## Please find below the fee schedule for Year 7 for 2021:

### FEE SCHEDULE – YEAR 7

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

Please find the itemised list of Essential Student Learning Items and Optional Items for your child. Trafalgar High School also continues to welcome your voluntary contributions for 2021.

#### Essential Student Learning items

Below is a list of items and activities which are essential for your child to learn the standard curriculum.

<b>ESSENTIAL STUDENT LEARNING ITEMS</b>	<b>AMOUNT</b>
School Diary	\$20

#### Optional Items

Trafalgar High School offers a range of optional items and activities that are additional to the delivery of the standard curriculum. These items and activities are designed to broaden the school experience for your child.

<b>OPTIONAL ITEMS</b>	<b>AMOUNT</b>
Subject Consumables (includes craft items, paints, metal, wood, glue, cartridge paper, fabrics, science laboratory equipment, balloons, food items, science glassware, thermometers, lined and blank paper)	\$265
Curriculum based resources provided to students in lieu of textbooks	\$30
School Magazine	\$20
Locker Maintenance	\$15
Year 7 Camp (please don't pay until camp is confirmed)	\$270

Instrumental Music Lessons offered by experienced instructors – lessons cost \$150 per term

## Voluntary Contributions

Trafalgar High School continues to welcome your voluntary contributions to support our school.

You can make a general voluntary contribution that goes towards all of our school's important priorities for 2021 as well as providing additional activities and services for all students.

Alternatively, you can make a voluntary contribution to any of the specific priorities outlined in the table below:

<b>VOLUNTARY CONTRIBUTION</b>	<b>EXAMPLE AMOUNT</b>
Equipment Fund	eg. \$30
Grounds & Building Maintenance	eg. \$10
Student Welfare Assistance	eg. \$10

Your child will not be disadvantaged if you do not make a voluntary contribution. All records of voluntary contributions are kept confidential as well as your decision about whether to make a contribution or not.

<b>PARENT PAYMENT CHARGES</b>	<b>\$</b>
Essential Student Learning Items	Amount_____
Optional Items	Amount_____
Voluntary financial contribution	Amount_____