



TRAFALGAR HIGH SCHOOL

ABN 68 394 815 266

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Phone: (03) 5633 1733

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

Dear Parent/Guardian,

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 voluntary financial contributions for 2024.

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, we appreciate the relationship we have with our parents/guardians. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to purchase music, art, design tech and physical education equipment and resources to give our students the utmost opportunities. These funds also enhance other areas such as our library, food technology and student wellbeing spaces. Our building and grounds are constantly maintained and modified to suit the requirements of our students. All of these programs run alongside our traditional classroom teaching and learning programs and are justified to provide your student with a balanced and exemplary educational experience.

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

Yours sincerely,

Brett Pedlow  
PRINCIPAL

Holly Perriam  
SCHOOL COUNCIL PRESIDENT

| <b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum  | <b>Amount</b>    |
|--|------------------|
| Year 10 Applied Learning classroom consumables, materials & equipment: <ul style="list-style-type: none"> <li>• Inclusive of craft items, paints, metal, timber, plastics, sandpaper, glue, cartridge paper, fabrics, clay, science laboratory equipment, chemicals, science glassware, thermometers, batteries, food items, lined and blank paper.</li> <li>• Printing and photocopying of worksheets and learning materials</li> </ul> | \$240            |
| VCE Subject <ul style="list-style-type: none"> <li>• VCE Subject - Business Management</li> </ul>  | \$60 per subject |
| VET Fee (If applicable)  | \$450            |
| Digital Learning Program – Maths Online  | \$14             |
| <b>Other Contributions</b> - for non-curriculum items and activities   | <b>Amount</b>    |
| Equipment Fund   | \$               |
| Grounds & Building Maintenance Fund  | \$               |
| Student Welfare Assistance   | \$               |

### **Educational items for students to own (Student booklist & Stationery)**

A list of items that the school recommends you purchase from Trafalgar Newsagency for your child to individually own and use will be available for you prior to the end of this year, notification will go out in November.

### Extra-Curricular Items and Activities

Trafalgar 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:

| Extra-Curricular Items and Activities  | Amount | Purchase<br>(Please tick) |
|--|--------|---------------------------|
| Optional School magazine/ yearbook   | \$20   |                           |
| Optional Year 10 school camp (approx. amount)  | \$170  | Pay when requested        |
| Optional Year 10 Interschool Sports program (each event) (payment requested prior to each event) | \$15   | Pay when requested        |
| Optional Year 10 private music lessons offered by experienced instructors (annual fee)           | \$600  | Pay at start of year      |
| <b>Total Extra-curricular Items and Activities</b>   |        | <b>\$</b>                 |

### Financial Support for Families

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

- CSEF (Camps, Sports and Excursions Fund) (If you have a Health Care card you can apply for this)
- 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 these services, or if you would like to discuss alternative payment arrangements, contact:

Sharon Lowater (Business Manager) or

David Lyons (Student Welfare Manager)

Ph: 03 56331733 | Email: [trafalgar.hs@education.vic.gov.au](mailto:trafalgar.hs@education.vic.gov.au)

**PLEASE COMPLETE AND RETURN TO THE OFFICE**

|                    |                    |
|--------------------|--------------------|
| <b>Child Name:</b> | <b>Year Level:</b> |
|--------------------|--------------------|

| Category  |           |
|---|-----------|
| Curriculum Contributions  | \$        |
| Other Contributions   | \$        |
| Extra-Curricular Items & Activities   | \$        |
| <u>Total Curriculum Consumables and Extra-Curricular Items and Activities</u> | <u>\$</u> |

**Payment methods**

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

- Compass pay
- Eftpos
- BPAY – individual reference number is on your Family Statement
- Centrepay Instalments
- Cash / Cheque
- Credit Card (preferably over the phone or in person rather than using the form below)

*I authorise \$\_\_\_\_\_ to be charged to my Visa / MasterCard.*

*Details as follows:*

|                          |  |             |  |                   |  |                    |                      |  |  |  |  |  |  |
|--------------------------|--|-------------|--|-------------------|--|--------------------|----------------------|--|--|--|--|--|--|
| <b>NAME (as on card)</b> |  |             |  |                   |  |                    |                      |  |  |  |  |  |  |
| <b>CARD NO:</b>          |  |             |  |                   |  |                    |                      |  |  |  |  |  |  |
| <b>SIGNATURE</b>         |  |             |  |                   |  |                    |                      |  |  |  |  |  |  |
| <b>CCV</b>               |  | <b>VISA</b> |  | <b>MASTERCARD</b> |  | <b>EXPIRY DATE</b> | ____ Month ____ Year |  |  |  |  |  |  |

**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. 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 Payments 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) including the VCE Vocational Major 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.