Some families choose to make a voluntary financial contribution to support the school and we are very grateful for this support. Making a voluntary contribution is your choice. There is no expectation or pressure for families to contribute.

Glen Waverley Secondary College offers a range of items and activities that are additional to the free instruction provided to all students at our school. Financial help is available for extra-curricular items and activities. If you are experiencing financial hardship (see further details under Financial Help for Families in the attached information). For a confidential discussion about how to access the financial help available, please contact Peter Daniel, Business Manager on 03 8805 6700. If you need an interpreter, please contact 03 9605 3053 and give our school's phone number, 8805 6700. An interpreter can help you speak with us. This service is free. For more information, please see How to use an interpreter to contact your school.

For more information on the Department of Education's Parent Contributions policy please see the information attached. You can read the full policy at: Parent Contributions: Policy education.vic.gov.au.

Yours sincerely

Suzanne Plant
Principal

Rahul Tanna
School Council President

Glen Waverley Secondary College 2027

Parent Contribution Arrangements

Voluntary Contributions

If you are the carer of a student in out-of-home care or hold a financially means-tested card (such as a healthcare card), please ignore the invitation to make voluntary contributions.
We encourage any family experiencing financial hardship to contact the school for information about the financial help available for extra-curricular activities like camps and excursions. Contact Peter Daniel, Business Manager pda@gwsc.vic.edu.au or 8805 6700 for further information.

Voluntary Contributions	Suggested amount. Parents may contribute more or less	Preferred amount
Voluntary Contributions to enhance our school's range of programs, resources and environment.	**$495.00**	**$**
Tax deductible voluntary contribution	**Suggested amount. Parents may contribute more of less**	
Voluntary Building Fund, a tax-deductible contribution to support renovations and upgrades for school infrastructure	**$250.00**	**$**

Extra-Curricular Items and Activities

Glen Waverley Secondary College offers a range of optional items and activities that are additional to the free instruction provided to all students at our school. Accessing these items and activities does require payment, but financial support is available (see further details under Financial Help for Families below).
Example extra-curricular items and activities include:

- optional activities, camps, excursions and programs
- Instrumental music lessons
- social events such as formals.

Please contact the school for advice on financial assistance available for extra-curricular items and activities. If you would like to pay for extra-curricular items and activities through instalments, please contact the school to discuss payment plans.

Learning Materials for Students to Own

Booklist Items

You can choose to purchase learning materials for your child to individually use and own. These items can be bought from any supplier.

Glen Waverley Secondary College has an arrangement with ***Campion Books*** ***(www.campion.com.au)*** for the materials and resources that can be purchased.

If you do not purchase these items, your child will still be provided with what they need, however they may not be provided with these items to own or keep on an individual basis.

When finalised, the recommended materials and resources lists will be published on our website. If you would like to purchase items to own that are not from the abovementioned supplier, you can contact Jackie Knight, Assistant Principal, jkn@gwsc.vic.edu.au or phone 03 8805 6700 for information around appropriate textbook and calculator specifications.

Digital Devices

Glen Waverley Secondary College uses digital devices to support learning. You are able to buy these devices from any retailer. If you do not buy a device, your child will be provided with access as they need for their learning, but it may not be one-to-one, to take home, or to keep.

You can find information about the digital devices our school recommends, including minimum device specifications, at **https://www.gwsc.vic.edu.au/page/286/BYOD-Program**. You can buy a device meeting these specifications from any retailer.

Financial Assistance for Families

Glen Waverley Secondary College understands families can experience financial difficulty. Assistance is available, including:

- **Camps, Sports and Excursions Fund** - this program provides funding for eligible students, including those in out of home care, and holders of eligible financially means-tested cards (such as health care cards), to attend activities like camps, sporting activities, excursions and incursions that are offered on a user-pays basis.

- **Affordable School Uniforms** - delivered by State Schools Relief, this program helps cover costs such as school uniforms, shoes, and other essential school items where families are experiencing financial hardship or short-term crisis.

Financial Assistance for Families continued

- Payment plans for Extra-Curricular items and Activities
- Secondhand book sales - *www.sustainableschoolshop.com.au*
- Secondhand uniform sales – details regarding the College's once a year secondhand uniform sale will be posted on our website when they have been finalised.

Applications for support from the Camps, Sports and Excursions Fund and State Schools Relief are submitted by the school - please contact us to discuss this and other financial assistance.
For a confidential discussion about how to access financial assistance, please contact::
General Office Ph: 03 88056700 Email: generaloffice@gwsc.vic.edu.au

Payment methods

If you wish to make voluntary contributions throughout the year, you can

- decide when to make each contribution
- choose the amount of each contribution.

Contributions can be made via Compass. A link to the Compass Payment portal is on the Family Home Page in 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 of Education's Parent Contributions policy and guidance, Financial Help for Families policy, and any other relevant information.

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Parent Contributions policy

Information for families



FREE INSTRUCTION

Schools give students free instruction in the curriculum. This includes:

- Free access to all items, activities and services that schools use to deliver the curriculum, including reasonable adjustments to support students with disability.
- The Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major, and the Victorian Pathways Certificate.
- Free access to all subjects, including elective subjects.
- Free access to select-entry and accelerated programs.



FAMILIES CAN CHOOSE TO CONTRIBUTE

Schools can invite 2 types of voluntary contributions:

Voluntary contributions	Tax deductible contributions
Used towards enhanced educational programs and school environment, and additional resources and opportunities offered by schools	Used towards building and/or library fund (for those schools who have such funds)

Schools must advise the carers of students in out-of-home care and parents and carers who hold a financially means-tested card (such as a healthcare card) that the invitation to make voluntary contributions does not apply to them.

In addition, schools can invite parents and carers to pay for optional:

- Extra-curricular items and activities that go beyond the curriculum - for example, school photos, some excursions and some camps.
- Learning materials for students to individually use and own - for example, textbooks, stationery, and in secondary schools only, digital devices. If thes items are not bought or provided or provided from home, schools must provide students with free access to what they need for curriculum delivery.



FINANCIAL HELP FOR FAMILIES

Each school has a contact person who can discuss with parents and carers the financial supports that are available.

Schools must publish their Parent Contributions arrangements on their school website, along with a link the department's Parent Contributions policy.