



# KOONUNG

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## Secondary College

November 2023

Dear Parents/Carers

Welcome to the Koonung Secondary College community, where we strive to offer a challenging and innovative curriculum that nurtures the academic potential and personal growth of each child. We are committed to fostering student engagement, wellbeing, and a diverse range of programs for all year levels.

Parent voluntary contributions play a crucial role in supplementing government funding and supporting our extended learning programs, specialist staff, equipment, and facility improvements. They directly impact curriculum programs, technology maintenance, and grounds enhancements, which are critical to maintaining and enhancing the colleges' high standards and meeting the needs of our diverse student body.

To ensure transparency, parent contributions are broken down into different components, each serving a specific purpose:

- The curriculum component supports our participation in School Sport Victoria competitions, enhances our Visual and Performing Arts programs, and enables the delivery of specialised programs such as the Year 9 Live Life Program and the elective programs for Years 9 and 10. Additionally, it supports senior students through career counselling, pathways guidance, tutoring, mentoring, and guest speaker presentations
- The Computer Technical Support contribution ensures the employment of dedicated technology support staff who manage our servers, wireless networks, website, information and communication technology facilities (including the Compass learning management system), and the provision and maintenance of over 1,300 notebooks, tablets, and other devices for students and staff
- The grounds maintenance and improvement contribution has enabled us to undertake significant landscaping projects and replace old fencing with modern and aesthetically pleasing alternatives, enhancing the overall safety and appearance of our College.

Parents can also make tax deductible contributions to our Building or School Library funds. Contributions to our building fund are helping realise exciting projects such as the science and food technology facility upgrade and theatre refurbishment.

It is important to stress that the viability of our innovative programs in 2024 relies on your support through voluntary parent contributions. We understand the financial challenges faced by families, and we want to assure you that all contributions are valued and go directly toward student programs, specialist staff, and facilities that benefit everyone. By working together and contributing what we can, we create a powerful collective impact.

If you have any concerns or questions about payment, our Principal and Business Manager are available for further discussion. On behalf of the College Council, we extend our sincere thanks for your continued support, which plays a vital role in shaping the education and opportunities we provide to our students.

Please see the attached Parent Payment guidelines and policy for full and further details. We deeply appreciate the ongoing support of our families, whether through financial contributions, fundraising efforts, or volunteering time. Your collective contributions make a significant difference to our school and the enriching programs we offer.

Yours sincerely

Gary Howell  
College Council President

Andrew McNeil  
Principal

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
Year 12 student ID card (customised for Koonung Secondary College, includes PTV ID)	\$50
Year 12 classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>• Careers and pathways – additional resources provided to students which include external presenters, use of journals, newsletters and work experience journals (\$35)</li> <li>• Mentors and study skills – students in Years 10-12 attend a variety of presentations and workshops to develop their knowledge of various study techniques, hosted by external organisations. Students are provided with commercially produced course materials and resources (\$40)</li> <li>• Printing and photocopying of worksheets and learning materials (\$50)</li> <li>• Teaching and learning enhancement software (\$75)</li> </ul>	\$200
Year 12 materials and services (specific subjects below) <ul style="list-style-type: none"> <li>• Non school internet use printing (\$40)</li> <li>• Whole school activities programs (eg Koonung Day, Student Leadership, clubs) (\$25)</li> </ul>	\$65
<b>Art Creative Practice Units 3 and 4</b> – Materials subjective to individual student but will include specialist papers, watercolour brushes and paints, tapes, glues, canvas, charcoal & conte sticks, paper clay	\$170
<b>Biology Units 3 and 4</b> – additional resources booklets specifically created and collated to enhance student learning to which students take possession	\$30
<b>Chemistry Units 3 and 4</b> - additional resources booklets specifically created and collated to enhance student learning to which students take possession	\$20
<b>Drama Units 3 and 4</b> – Specialist papers and craft supplies	\$10
<b>English and EAL Units 3 and 4</b> – Optional practice exam and assessment	\$25
<b>Environmental Science Units 3 and 4</b> – Practice SAC’s booklet and practice exams	\$20
<b>Food Studies Units 3 and 4</b> – flour, sugar, eggs, chocolate, fruit, vegetables, condiments, butter, cheese, meat, chicken, pasta, rice, legumes, containers, herbs	\$145
<b>General Maths Units 3 and 4</b> - additional resources booklets specifically created and collated to enhance student learning to which students take possession	\$15
<b>Maths Methods Units 3 and 4</b> - additional resources booklets specifically created and collated to enhance student learning to which students take possession	\$15
<b>Specialist Maths Units 3 and 4</b> - additional resources booklets specifically created and collated to enhance student learning to which students take possession	\$25
<b>Media Units 3 and 4</b> - Camera, tripod, gimbal, SD cards, batteries, Shotgun microphone, cables and chargers	\$90
<b>Health &amp; Human Development Units 3 and 4</b> – Additional practice SACS and exams	\$10

<b>Language – French Units 3 and 4 – Exam revision materials, written practice exam</b>	\$65
<b>Language – Japanese Units 3 and 4 – Exam revision materials, written practice exam</b>	\$45
<b>Media Units 3 and 4 – Camera, tripod, gimbal, SD cards, batteries, Shotgun microphone, cables and chargers</b>	\$90
<b>Product Design Technology Units 3 and 4 – pine, glue, paint, oil, finishing, nails, dowels, hardwood</b>	\$110
<b>Physical Education Units 3 and 4 – additional practice SACS and exams</b>	\$10
<b>Physics Units 3 and 4 - additional resources booklets specifically created and collated to enhance student learning to which students take possession</b>	\$20
<b>Psychology Units 3 and 4 - additional resources booklets specifically created and collated to enhance student learning to which students take possession</b>	\$10
<b>Visual Communication and Design Units 3 and 4 – Materials subject to individual student but will include markers, pencils, pens, specialist paper, mix media</b>	\$165
<b>Vocational Education Units 3 and 4 – Banquer High subscription, cooking supplies, model making materials</b>	\$40
Year 11 & 12 Whole school events <ul style="list-style-type: none"> <li>• Athletics carnival, swimming carnival, cross country</li> </ul>	\$60
<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<ul style="list-style-type: none"> <li>• Locker maintenance and replacement</li> </ul>	\$50
<b>School Technical Support</b> Student Technical Support provides funding for additional technical support required to maintain all student computers (including, but not limited to, access to College network and student drives, Koonung SC email, software support, warranty and insurance processing) and other ICT/e-learning equipment (including, but not limited to, student photocopiers, data projectors, interactive whiteboards and specialised media equipment) and resources throughout the College.	\$150
<b>Student Wellbeing and Programs</b> <ul style="list-style-type: none"> <li>• Oversee all health needs for injuries, excursions and camps including consultation with staff, parents, students and camp/excursion organisation</li> <li>• Oversee health and wellbeing of all students attending the health centre</li> <li>• Oversee and coordinate health centre including equipment and storing of medicines</li> <li>• Support curriculum and community programs at the College (for example – Wellbeing, Drug Information sessions)</li> <li>• Provide counselling, support and mediation for students and their families, including behaviour management plans, social and organisational skills</li> <li>• Consult with external agencies for additional student support programs</li> <li>• Provide support to staff to assist students with school wide positive learning behaviours.</li> </ul>	\$150

<b>Enhanced Student Support</b> Used to augment resources for student use such as additional reference materials, equipment for lunchtime activities, upgrading of classroom technologies and consumables for all Domains. This contribution enables us to enrich our students' learning experiences.	\$150
<b>Grounds Maintenance and Improvements</b> Parents are invited to contribute in lieu of attendance and/or to support the costs associated with working bees, grounds maintenance and improvements, the purchase of plants and landscaping materials. Suggested amount \$250	\$250
<b>Tax deductible contributions</b>	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades and maintenance of school buildings infrastructure. Suggested Amount \$250	\$250
<b>School Library.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. Suggested Amount \$250	\$250

#### Educational items for students to own

Please refer to the Campion VCE booklist and the ICT information handbook (for new students) for a list of items that the school recommends you purchase for your child to individually own and use.

#### Extra-Curricular Items and Activities

Koonung 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 to deliver the Curriculum. These are provided on a user-pays basis.

If you would like your child to participate in these activities, please make your payment via Compass.

Extra-Curricular Items and Activities	Amount
Year 12 private music lessons	\$750
Year 12 excursions (to be scheduled)	TBA

#### Preferred payment method (contactless):

**Compass:** using your ID and password to login to the Compass website  
<https://koonung-vic.compass.education/login.aspx>

**Other:** Please email or call for alternative payment arrangements:  
[koonung.sc@education.vic.gov.au](mailto:koonung.sc@education.vic.gov.au)  
 9890 9662

#### Financial Support for Families

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

- the Camps, Sports and Excursions Fund (CSEF)
- Second hand uniform shop (on school premises and open Friday afternoon each week)

- Second hand book sale (on school premises and held at the end of the year)
- States Schools Relief support available for uniforms/footwear/calculators/books
- Local community supports (the Wellbeing team can provide further information)

For a confidential discussion about accessing this service, or if you would like to discuss alternative payment arrangements, please contact:

Tracie Edgell  
Assistant Business Manager

Ph: 03 9890 9662 | Email: [tracie.edgell@education.vic.gov.au](mailto:tracie.edgell@education.vic.gov.au)

### **Refunds**

Our College 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 example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment.

# 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.