



# KOONUNG

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## Secondary College

November 2022

Dear Parents/Carers

Koonung Secondary College is looking forward to another great year of teaching and learning and we wish to thank you in anticipation for your support of our College and the programs we offer to students. Koonung is a neighbourhood school offering:

- A challenging and innovative curriculum designed to maximise the academic potential and personal skills of each child
- Strong student engagement and wellbeing, based on the rights of individual students and supported by welfare and discipline policies
- A diverse range of programs benefitting all students at all year levels and
- A high performing College on a single site.

While the State Government supplies the majority of the school's funding, it is not sufficient to meet all the costs of the College's programs. As you know, all schools are dependent on locally raised funds in order to supplement State Government funding for curriculum programs and school services and resources. The science and food technology upgrade is an example of what can be achieved with your support through donations to the Building Fund, which are tax deductible. With the first stage of the College Capital Works program due to complete during 2022, there will be a range of opportunities to enhance the fit-out of the new wing, which the Building Fund will enable.

For the 2023 school year, the College Council and staff have again made a commitment to all students by allocating funds to continue and build upon the many curricular and co-curricular programs we offer, such as instrumental music, sport, language, literacy, numeracy and pastoral care. Funds have also been committed to the further development and improvement of learning technologies and facilities including multimedia equipment, the Compass learning management system and the tablet and notebook programs. In addition, the school nurse and school counsellor are funded through locally raised funds. Locally raised funds in the form of voluntary parent contributions are thus essential for the operation of the school's extended learning program, specialist staff and the purchase of additional equipment.

The Department of Education and Training (DET) Parent Payment Policy provides advice on the different types of payments that schools may request from parents and outlines the procedures and protocols to which schools must adhere. College Council is responsible for developing and approving a school-level parent payment policy that is compliant with the Department's policy. For further information on the Department's Parent Payments Policy please see the overview attached.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary: you may nominate any amount that you wish to contribute. 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, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Parent contributions are detailed in multiple components to provide you clarity as to their intended allocation.



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The curriculum component supports the increasing demands of special programs such as:

- Active and varied involvement in School Sport Victoria sporting competitions
- Vibrant, well resourced Visual and Performing Arts programs
- Year 9 Live Life Program
- Years 9 and 10 Elective Program

The Computer Technical Support contribution enables us to continue employing technology support staff to support the school's servers and wireless networks, website and information, communication and technology facilities (including the Compass system) and more than 1,300 notebooks, tablets and other devices allocated to students and staff, as well as providing funds to enter into lease agreements for the continual updating of hardware.

Our innovative 'Learning on Line' fund appeal (School Library), designed to enhance student access to learning technologies, has received wonderful support from parents since 1997. Donations to the School Library are also tax deductible.

In addition, our Senior students have ongoing access to:

- Mentor teachers and pathways staff are available to support students
- All senior students have their own notebook or tablet device and the technicians the College employs to support this program are widely utilised by senior students
- Year 10 students have limited access to the Senior Study Centre, which provides them with an administrative officer, comfortable lounge seating, access to photocopying and printing and opportunities to study from 8.00am to 5.30pm in the evening.
- The Careers team is located within the Senior Study Centre and students have access to their expertise throughout the day. This service extends beyond the normal school year following completion of exams and publication of results.
- Guest speakers, presenters, tutors and mentors are sourced by the senior coordination team throughout the year and students are exposed to them on a regular basis to further extend their knowledge and resilience.

All voluntary parent contributions are spent on student programs, specialist staff and facilities and everyone benefits from the contributions. When everyone contributes, the collective effect is very powerful.

We are aware of the continuing financial burden on families. However, it cannot be too strongly stressed that the viability of many of our innovative programs in 2023 is dependent on your support via the payment of the voluntary parent contribution. Payment of the 2023 parent contribution is preferred at the time of re-enrolment and payment of the school fees. The Principal and the Business Manager are available if you wish to discuss any matters concerning payment. College Council relies upon and thanks you for your continued support.

Yours sincerely

Gary Howell  
College Council President

Marianne Lee  
Principal

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Year 10 student ID card (customised for Koonung Secondary College, includes PTV ID)	\$50
Year 10 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 which students take possession of and keep (\$35)</li> <li>• Examination Materials – additional examination booklets and materials specifically designed and provided to enhance student learning which students take possession of and keep (\$35)</li> <li>• Printing and photocopying of worksheets and learning materials (\$30)</li> <li>• Teaching and learning enhancement software (\$60)</li> </ul>	\$160
Year 10 materials and services (specific subjects below) <ul style="list-style-type: none"> <li>• Non school internet use printing (\$30)</li> <li>• Whole school activities programs (eg Koonung Day, Student Leadership, clubs) (\$25)</li> </ul>	\$55
<b>2D Art</b> – specialist papers, watercolour brushes and paints, tapes, glues, canvas, charcoal & conte sticks	\$70
<b>Creating With Food</b> – flour, sugar, eggs, chocolate, fruit, vegetables, condiments, butter, cheese, meat, chicken, pasta, rice, legumes, containers packaging, herbs (focus on sustainable ingredients)	\$75
<b>Media</b> – SD cards, batteries, large format printer consumables	\$40
<b>Photography</b> – Photo paper, specialist ink, camera and batteries	\$40
<b>3D Art</b> – Fineliner, pencils, acetate sheets, Intaglio Ink, specialist papers, pastels, textas, watercolours	\$65
<b>Visual Communication Design</b> – Pens, pencils, watercolours, specialist papers/mount boards, tech drawing guides, compass & rulers, fineliners, copics, textas, folio bag	\$75
<b>Product Design &amp; Technology – Wood</b> – Pine, glue, paint, nails, plywood, hardwood legs, mini pool balls, oil	\$75
Year 10 Whole school events <ul style="list-style-type: none"> <li>• Athletics carnival, swimming carnival, cross country</li> </ul>	\$60

Other Contributions - for non-curriculum items and activities	Amount
<ul style="list-style-type: none"> <li>Locker maintenance and replacement</li> </ul>	\$50
<p><b>School Technical Support</b></p> <p>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.</p>	\$150
<p><b>Student Wellbeing and Programs</b></p> <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
<p><b>Enhanced Student Support</b></p> <p>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.</p>	\$150
<p><b>Grounds Maintenance and Improvements</b></p> <p>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</p>	\$250
<b>Tax deductible contributions</b>	
<p><b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades and maintenance of school buildings infrastructure. Suggested Amount \$250</p>	\$250
<p><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</p>	\$250

### Educational items for students to own

Please refer to the Champion Year 10 booklist and the ICT information handbook 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 10 private music lessons	\$650
Year 10 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 year)
- State Schools Relief support available for uniforms/footwear/calculators/textbooks
- 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.