



# KOONUNG

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## Secondary College

November 2022

Dear Parents/Carers

Welcome to the Koonung Secondary College community and 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 most of the school's funding, it is not sufficient to meet all the costs of the College's programs. As you are probably aware, all schools are dependent on locally raised funds to supplement State Government funding for curriculum programs and school services and resources. 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.

For the 2023 school year, the College Council and staff have again made a commitment to all students by allocating funds to supplement 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 support for the notebook program. In addition, the school nurse and school counsellors are funded through locally raised funds.

The science and food technology facility 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 nearing completion, there will be a range of opportunities to enhance the fit-out of the new wing, which the Building Fund will enable.

The Department of Education and Training (DET) Parent Payment Policy provides advice on the different types of payments that schools may request from parents. 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 financial contributions, fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.



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

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
- Continued support of senior students through the provision of specialised counselling in careers, pathways, tutors, mentors and guest presenters.

The Computer Technical Support contribution enables us to continue employing technology support staff to support the school's servers and wireless networks, website, 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.

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 voluntary parent contributions. 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

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
Year 7 student ID card (customised for Koonung Secondary College, includes PTV ID)	\$50
Year 7 classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper (\$55)</li> <li>• Textiles – embroidery thread, needles, felt, magnets, A3 cartridge, A4 paper, calico, white cotton thread, permaset ink, masking tape (\$30)</li> <li>• Printing and photocopying of worksheets and learning materials (\$30)</li> <li>• Teaching and learning enhancement software (\$60)</li> </ul>	\$175
Year 7 materials and services <ul style="list-style-type: none"> <li>• Non school internet use and printing (\$30)</li> <li>• Whole school activities programs (eg Koonung Day, Student Leadership, lunchtime activities and clubs (\$25)</li> </ul>	\$55
Year 7 whole school sporting events <ul style="list-style-type: none"> <li>• Athletics carnival, swimming carnival, cross country</li> </ul>	\$60
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
<ul style="list-style-type: none"> <li>• Lock</li> <li>• Locker maintenance and replacement</li> </ul>	\$80
<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 additional classroom 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 Year 7 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 educational experience of students and are above and beyond what the College 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 7 school camp (approximate cost, TBA)	\$370
Year 7 instrumental music lessons	\$650
Other Year 7 activities (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 these services, 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	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	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.