



MONTMORENCY
SECONDARY COLLEGE

28th November 2024

Dear Parent/Guardian,

Montmorency Secondary College is looking forward to another great year of teaching and learning and would like to advise you of the College's voluntary financial contributions for 2025 (attached). These voluntary financial contributions are also available through the Compass payment portal.

Schools provide students with free instruction to fulfil the standard curriculum requirements 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.

Montmorency Secondary College's School Council and Finance Committee work closely with the Principal Team and Business Manager to ensure that parental contributions are kept to a minimum and are affordable to families. The School Council and Finance Committee closely monitor all revenue received, and ensure it is managed appropriately and used for the purposes for which it is raised, to improve student outcomes and wellbeing.

We want to thank you in advance for all your support. This will make a huge difference to our College and the programs we can offer.

For further information on the Department's Parent Payments Policy, please see the one-page overview which is also attached.

Yours Sincerely,

Frances Ibbott
Principal
Montmorency Secondary College

Dannielle Smith
School Council President

Educational items for students to own

In the 2025 Year 12 booklist you will find a list of books and items that the school recommends you purchase from North of the Yarra for your child to individually own and use.

Extra-Curricular Items and Activities – provided on a user-pays basis

Montmorency Secondary College offers a range of optional 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. Further extra-curricular items and activities will be added throughout the year.

| Extra-Curricular Items and Activities | Amount |
|--|----------------|
| <i>School Magazine / Yearbook (Distributed in February 2026)</i> | \$30 |
| <i>Units 3 & 4 Outdoor and Environment Studies Camp*</i> <i>Optional experience within subjects</i> Details and payment via Compass Events | TBA |
| <i>Optional Year 12 Whole School House Swimming Carnival – entry and transport*</i> Details and payment via Compass Events in Term 1, 2025 | \$17 |
| <i>Optional Year 12 Whole School House Athletics Carnival – entry*</i> Details and payment via Compass Events in Term 1, 2025 | \$9 |
| <i>Optional Year 12 Interschool Sports Activities*</i> Details and payment via Compass Events throughout 2025 | \$17 per event |
| <i>Optional Year 12 Private Music Lessons</i> Details and payment via Compass Payment Centre in Term 1, 2025 | TBA |
| <i>Optional Year 12 Participation in School Production</i> Details and payment via Compass Events in Term 2, 2025 | TBA |
| <i>Optional Year 12 Participation in Formal and Graduation</i> | TBA |
| <i>Other Optional Year 12 Events, Excursions and Incursions*</i> The cost of these excursions will be advised throughout 2025 via Compass Events | TBA |
| Total Extra-curricular Items and Activities | |

***CSEF Funding available for eligible CSEF Students**

Financial Support for Families

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

- The Camps, Sports and Excursions Fund
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities
- The College's Student Wellbeing Coordinator who works with families in need.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact the College Business Manager, Lisa Ball, on 9422 1500 or by email at lisa.ball@education.vic.gov.au

Total

| Category | Total |
|---------------------------------------|--------------------------------|
| Curriculum Contributions | \$ |
| Other Contributions | <i>(Non-tax deductible)</i> \$ |
| | <i>(Tax-deductible)</i> \$ |
| Extra-Curricular Items and Activities | \$ |
| Total | \$ |

Payment Methods

Preferred Method:

- I have made payment via the family portal (This form is not required to be returned).
- Please take payment from the following card (Return to General Office).

CREDIT CARD INFORMATION

Credit Card Type: Visa Mastercard

Credit Card Number: _____

Expiry Date: _____ / _____

CCV No: _____ *(Three digits on the back of credit card).*

Name on Card: _____

Authorised Signature: _____ **Date:** _____

Contact Phone Number: _____

Refunds

Parents' requests for refunds are subject to the discretion of the College and made on a case-by-case basis. Refunds will be provided where the College deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payment 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) 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.