



# KEILOR DOWNS COLLEGE

*"Progress Through Distinction"*

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Dear Parent/Guardian,

At Keilor Downs College (KDC) we seek to provide resources and facilities that enhance your child's ability to learn and reach their goals. The annual Parent Payment arrangements are an extremely important contributor to being able to continually maintain and improve our curriculum delivery and school facilities.

Schools provide students with free instruction to fulfil the standard Victorian curriculum 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 opportunities for our students. In this communication, we would like to advise you of the college's voluntary financial contributions for 2024.

Your contributions will:

- Enhance the classroom experience through the provision of equipment and materials.
- Enhance student engagement in learning through curriculum-related guest speakers / incursions / excursions / workshops.
- Enhance digital learning opportunities through access to specialist software, upgraded internet services, cyber-safety filtering and student device support.
- Enhance the physical environment for students. In 2023, the refurbishments of the art rooms and general purposes classrooms took place, new bike shelter was installed, outdoor chess board added to the Tanderrum garden along with new chess pieces being purchased. An ongoing focus for 2024 will be the continued refurbishment to general purpose classrooms, Lote pod rooms, operable walls added to FLC to allow for extra classroom space and the possibility of the Basketball courts being resurfaced.
- Enhance the social and personal development opportunities for students through the provision of social health activities and guest presenters.
- Support the purchase of technology such as smartboards, projectors, sound equipment etc

For further information regarding the Department's Parent Payments Policy please see a one-page overview attached.

Yours faithfully

Linda Maxwell  
Principal

Gurpreet Thiara  
School Council President

## YEAR 11 VCE 2024

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<i>Subject consumables, classroom materials and activities</i>	\$140
<i>Printing and photocopying of worksheets and learning materials</i>	\$35
<i>Social health and motivational speaker incursions</i>	\$50
<b>Total Curriculum Contributions</b>	<b>\$225</b>

<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
<i>Grounds and buildings development projects</i>	\$25
<i>Enhanced digital learning environment</i>	\$25
<b>Total Other Contributions</b>	<b>\$50</b>

## YEAR 11 VOCATIONAL MAJOR

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
<i>VM projects and classroom materials</i>	\$100
<i>Printing and photocopying of worksheets and learning materials</i>	\$35
<i>Voc Major workshops / activities (\$65); social health activities (\$25)</i>	\$90
<b>Total Curriculum Contributions</b>	<b>\$225</b>

<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
<i>Grounds and buildings development projects</i>	\$25
<i>Enhanced digital learning environment</i>	\$25
<b>Total Other Contributions</b>	<b>\$50</b>

### **Educational items for students to own**

Information relating to the booklist for Year 11 VCE and Year 11 Vocational Major students is available on the college website (<https://www.kdc.vic.edu.au>), The college recommends you purchase from Campion Education the items recommended for your child to individually own and use.

For student devices, Edunet have a choice of models which meet the needs of KDC students. Parents may choose to purchase through Edunet or from other suppliers, subject to meeting the minimum specification requirements for the device, as advised.

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

Keilor Downs 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.

#### **Extra-Curricular Items and Activities (indicated cost is approximate only)**

*Instrumental Music (\$200)*

*Soccer Program (\$250) plus kit for students new to the program (\$95)*

*Year 11 school camp (TBA)*

*Interschool sport / chess tournament or similar - \$10 per event*

*School magazine/yearbook - \$20*

### **Financial Support for Families**

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

- Camps, Sports and Excursions Fund (CSEF) – Parents or students who hold a valid concession card (Health Care Card or Pensioner Concession Card) or are a temporary foster parent, may be eligible. The CSEF amount per student is \$225 per year. This can be allocated towards any camps, sports, excursions or incursions. Please contact the General Office for further information.
- Second-hand books / uniform – the college subscribes to Sustainable School Shop, an online platform where parents can buy and sell second-hand textbooks and uniform. Please see information on the college website.
- State Schools Relief (SSR) – this organization provides limited assistance to families who are Health Care Card holders. Request to State Schools' Relief can only be lodged by the school.
- Payment plans for Extra-Curricular Items and Activities are available – please speak to the General Office staff to arrange.
- Student Wellbeing Coordinators – Ms Arif (for students in Years 7-9) and Ms Sobh (for students in Years 10-12) have authority to make arrangements within the college, and to refer families to external organisations which may be able to provide support where families are in need. Please make phone contact via the General Office initially; an appointment time can then be organised if necessary.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact the General office on 9365 8000 or email [keilor.downs.sc@education.vic.gov.au](mailto:keilor.downs.sc@education.vic.gov.au) .

## **Payment methods**

The following methods of payment are available:

- COMPASS Billing module
- QKR – pay via the QKR app
- BPAY – your unique reference number is available from the General Office  
You can use BPAY through your online banking platform, or telephone banking
- By phone - please ring 9365 8000 with credit card details
- In person at the General Office by cash, credit card or EFTPOS

## **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's Parent Payments 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 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.