



Manor Lakes
College

Manor Lakes Prep-12 College
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PARENT PAYMENT ARRANGEMENTS

YEAR TEN - 2021

Dear Parent

Manor Lakes P-12 College is looking forward to another great year of teaching and learning and would like to advise you of Manor Lakes P-12 College's parent payment arrangements for 2021.

Please find the fee schedule attached. Please complete this form and return to the school by **Friday 27th November** so the school can prepare accordingly.

Manor Lakes P-12 College makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

Financial Support for Families

Manor Lakes P-12 College understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund (CSEF)
- Financial Support Application
- State School Relief

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

Burley Griffin Administration Office

Ph: 03 9741 4202 | Email: Manor.lakes.p12@education.vic.gov.au

Payment Methods

Via Campion Booklist, Compass, BPay, EFTPOS and Cash (by appointment)

Refunds

Please contact the office to access our refund policy and application form. Alternatively this information is available on our website at www.manorlakesp12.vic.edu.au.

For further information on the Department's Parent Payment Policy please see a one page overview attached.

Yours sincerely,

Steve Warner
College Principal

Janette England
College Council President

Essential Student Learning Items

| | | |
|----------------------------|--|-------|
| Core Subjects Year 10 | Mathletics Subscription, Literacy Booklet | \$20 |
| Food Technology Year 10 | Food for cooking lessons - eggs, flour, sugar, vegetables, fruit, condiments, meat. 80 Sessions. More complex recipes using organic produce | \$80 |
| Café Culture Year 10 | Food for cooking lessons - eggs, flour, sugar, vegetables, fruit, condiments, meat. 80 Sessions. More complex recipes using organic produce | \$80 |
| Textiles Year 10 | Class supplies - fabric, cotton, wool, buttons, zips etc. for making bags, clothes & toys | \$40 |
| Woodwork Year 10 | Woodwork materials for making - outdoor furniture and other larger woodwork projects. Wood, glue, nails, biscuits & polish | \$80 |
| Great Outdoors Year 10 | This payment covers costs for all camps and excursions needed to complete the course. Camp location and excursions are to be confirmed. | \$250 |
| Systems Year 10 | Electronic equipment - circuit boards, soldering materials, remote control project parts and other electronic equipment used for the program | \$50 |

Voluntary Contribution

| | | |
|--------------------|--|------|
| Science | Lab equipment & maintenance, photocopying, test tubes, beakers, Bunsen burners, pipettes, thermometers, cataloguing equipment, incubator lab samples, chemicals and consumables Inc. disposal, school owned protective clothing where needed. Additional sanitation products, PPE and additional cleaning. | \$30 |
| Physical Education | Sporting equipment such as balls and racquets. Maintain outdoor and indoor nets and courts. Photocopying and curriculum resources such as paper, coloured pens and pencils for poster making and assessment materials. Maintaining and washing school sport uniforms. Upkeep of the school gym equipment. Sanitation and additional cleaning products. | \$30 |
| The Arts | Musical instrument equipment upkeep, guitar strings, drumsticks, speakers, amplifiers, Drama - costumes and props. Art - paint, materials, fabrics, printing paper, brushes and equipment, Additional sanitation and cleaning | \$30 |
| Technology | Media - computer upkeep and maintenance, software, headphones ICT - Edrolo (education software) Google Suite, IT support. Additional sanitation & cleaning products | \$30 |
| Humanities | Photocopied handouts, classroom resources in the library - books. Poster paper, ICT in the classroom - projectors, TV maintenance. Additional sanitation and cleaning | \$30 |
| VCAL (Year 10) | Classroom equipment; paper, laminating, printing of colour copies of assessment tasks for students. Maintenance of café, supplies for Café, supply of hard copy of work books for work related skills – industry specific text book. Supply of hard copy of work books for: English – booklets for novel studies program and visual literacy program. SWL(Structured Work Placement) – colour copies (including binding) logbooks and necessary paperwork. Upgrading of tools; battery packs, drill bits, replacement of tools | \$30 |

Students will not be disadvantaged in any way if parents do not make a contribution

PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW

The following is a summary of the main principles of the Parent Payments Policy:



FREE INSTRUCTION

- Schools provide students with free instruction to fulfil the standard curriculum requirements as outlined in the Victorian Curriculum F-10, VCE and VCAL.



PARENT PAYMENT REQUESTS

- Schools do not ask parents to pay for school operating costs (e.g. utility costs) or general and unspecified charges.
- Schools request payments from parents under three categories:

| Essential Student Learning Items | Optional Items | Voluntary Contributions |
|--|---|---|
| Items and activities which the school deems essential for student learning. Parents may choose to purchase essential items through the school or provide their own. | Items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum. These are provided to students on a user-pays basis. | Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose. Students will not be disadvantaged in any way if parents do not make a contribution. |



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 obtain school council approval for their parent payment arrangements and upload their arrangements on their school's public website for transparency.