



# Manor Lakes College

**MANOR LAKES P-12 COLLEGE**  
2-50 Minindee Road, Wyndham Vale VIC 3024  
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Website: [www.manorlakesp12.vic.edu.au](http://www.manorlakesp12.vic.edu.au)

Dear parent/guardian,

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 voluntary financial contributions for 2026.

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 support for our students. We want to thank you for all your support, whether that is through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Your ongoing support will assist with the establishment of garden beds as part of our sustainability and environmental program. It will also contribute to the development of our digital media programs and performing arts events, enabling us to expand and enhance these experiences for our students and community.

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

Yours sincerely,

Tori Mulligan  
Executive Principal

Jacqueline Taylor-Strik  
School Council President

**VM Curriculum Contributions** - items and activities that students use, or participate in, to access the Curriculum

Unit	Amount	✓
VM (Year10-12) – Printing and photocopying of worksheets and learning materials	\$50	
Technology – Equipment upkeep and materials	\$50	
<b>Total Curriculum Contributions:</b>	<b>\$</b>	

**Educational items for students to own**

Educational items for students to own and use at school	
A list of items that the school recommends you purchase from <b>Campion Education</b> for your child to individually own and use is available to download from the school website. <a href="https://manorlakesp12.vic.edu.au/parents/#paymentoptions">https://manorlakesp12.vic.edu.au/parents/#paymentoptions</a>	Please refer to the website

Manor Lakes P-12 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. These are provided on a user-pays basis.

***The cost of extra-curricular items and activities will be advised throughout the year.***

Extra-Curricular Items and Activities	Amount
Optional Excursions/ Events to be scheduled	\$TBA
School Photos (Cost dependant on the pack selected)	\$TBA
<b>Total Extra-curricular Items and Activities</b>	<b>\$</b>

**Total**

Category	Totals
Curriculum Contributions	\$
Extra-Curricular Items and Activities	\$
<b>Total</b>	<b>\$</b>

## **Payment methods**

Compass, BPAY, EFTPOS and cash

## **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.

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](http://www.manorlakesp12.vic.edu.au).

## **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, contact:

Burley Griffin Administration Office

Ph: 03 9741 4202 | Email: [manor.lakes.p12@education.vic.gov.au](mailto:manor.lakes.p12@education.vic.gov.au)

# 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.