

Collingwood English Language School

Collingwood Campus

19 Cambridge Street

Collingwood VIC 3066

Broadmeadows Campus

80 Johnstone Street

Broadmeadows VIC 3047

Craigieburn Campus

71 Northleigh Avenue

Craigieburn VIC 3064

Phone: 03 9419 7633

E-mail: collingwood.els@edumail.vic.gov.au



**COLLINGWOOD ENGLISH
LANGUAGE SCHOOL**

Dear parent/guardian,

Collingwood English Language School is looking forward to another great year of teaching and learning and would like to advise you of *Collingwood English Language School's* voluntary financial contributions for 2022.

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's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

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

Yours sincerely,

A handwritten signature in black ink that reads "C. McMahon".

Catherine McMahon
Principal

A handwritten signature in black ink that reads "Trish Jelbart".

Trish Jelbart
School Council President

Collingwood English Language School

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Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><i>Primary Student classroom consumables, materials & equipment</i></p> <ul style="list-style-type: none"> • <i>Art – paint, crayons, canvas, glitter, coloured paper etc.</i> • <i>Technology – gardening tool, plants etc.</i> • <i>Food Tech – food ingredients such as flour, butter etc.</i> • <i>Mathematics – numeracy blocks</i> • <i>Sports – equipment</i> • <i>Sensory items</i> 	\$21
<p><i>Secondary Student Stationary Pack</i></p> <ul style="list-style-type: none"> • <i>Coloured binder</i> • <i>Dividers 10 pack</i> • <i>Highlighters x2</i> • <i>A5 visual diary</i> • <i>Document wallet</i> • <i>Loose leaf lined paper 100 pack</i> • <i>Plastic pockets 10 pack</i> • <i>Sharpener</i> • <i>Eraser</i> • <i>Black pens x2</i> • <i>Red pens x2</i> • <i>Coloured pencils 12 pack</i> • <i>Pencil case</i> • <i>Foldable carry bag</i> 	\$21
<p><i>Excursions may be held throughout each term, find below some examples of excursions students may participate in. Parents/guardians will be notified in advance of any excursion or activity to take place with Collingwood English Language School</i></p> <ul style="list-style-type: none"> • <i>Weribee Zoo Excursion (\$21)</i> • <i>School Camp (\$90 Secondary Students, \$95 Primary Students)</i> • <i>Life Saving Victoria Beach Excursion (\$15)</i> <p><i>*these costings are an indication only, amounts of excursions are calculated as per each excursion as circumstances change</i></p>	Cost to be determined as per each excursion or camp
Other Contributions - for non-curriculum items and activities	Amount
<i>Myki Card & Concession Card</i>	\$9
Total Amount	\$30

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Financial Support for Families

Collingwood English Language School understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund
- *Contact Kate Marshall, Business Manager 9419 7633 if you wish to discuss other payment options and arrangements.*

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

Kate Marshall, Business Manager

Ph: 03 9419 7633 | Email: kate.marshall3@education.vic.gov.au

Total

Category	
Curriculum Contributions	\$21
Other Contributions	\$9

Payment methods

Collingwood English Language School accepts cash payments to be made at the reception desk of the campus the student/s will be attending.

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 Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.

Collingwood English Language School acknowledgement

At Collingwood English Language School we recognise who our school community is and the length of the program the students have, this is reflected in budget support to subsidise stationary costing and other curriculum contributions throughout the school year.

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.