



**DONCASTER**  
SECONDARY COLLEGE

# PARENT PAYMENT ARRANGEMENTS POLICY

College council will review this policy annually

**Date approved:** September 2023

**Date of next review:** 2024

Doncaster Secondary College makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

Doncaster Secondary College will 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 learning resources and programs to maintain the high quality education programs and support services for our students.

This support goes towards areas such as: Building Fund (tax deductible), Library Fund (tax deductible), College Wellbeing, information Technology Support and additional classroom support. As an example, the College currently has a full time Health Centre Officer, added Careers/Pathways support and also a significant financial commitment through a Co-op loan for our self-funded sport stadium. We also run many more educational programs and remedial support options to create a positive environment and improved learning outcomes.

## Financial Support for Families

Doncaster Secondary College understands that some families may experience financial difficulty and offers the following support options, including:

- the Camps, Sports and Excursions Fund
- State Schools' Relief

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Accounts Receivable or the Business Manager –

Tel: 03 9848 4677 | Email: [doncaster.sc@education.vic.gov.au](mailto:doncaster.sc@education.vic.gov.au)

## Payment Methods

- Payments can be made through the Compass Portal
- Credit Card (by contacting the school)
- In person at the student payment office

Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions. There will be a minimum of six weeks' notice prior to the end of the previous school year.

To further assist parents / guardians with payments, payment options have been developed, including:

**Option A** Full amount by the beginning of Term 1

**Option B** Payment instalments; or

**Option C** Other payment arrangements, including individual payment plans.

Alternative payment options are available through the College and parents / guardians are encouraged to make an appointment with the school Business Manager to discuss circumstances and available options.

Payments may be requested but not required prior to the commencement of the year in which the materials and services are to be used.

Receipts will be issued immediately upon payment.

Reminders for unpaid Extra-Curricular Items and Activities may be generated and distributed on a regular basis to parents and guardians, but not more than once a term.

All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

**Refunds**

Please refer to our [Refund Policy](#).

## FEE SCHEDULE 2024 (YEAR 7 – 10)

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### Essential Student Learning Items

Below is a list of items and activities which are essential for your child to learn the standard curriculum. You may choose to purchase these items through the school from your Compass Portal in Course/Confirmation.

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>Year 7-10 Planner</i>	\$20
<i>Year 7-10 classroom consumables, materials &amp; equipment</i> <ul style="list-style-type: none"><li>• <i>Art – paint, crayons, canvas, glitter, coloured paper</i></li><li>• <i>Food Tech –flour, butter, fruit, vegetables, meat, rice, pasta</i></li><li>• <i>Science – chemicals</i></li><li>• <i>Drama – costumes, masks, scripts</i></li><li>• <i>Health and Physical Education - equipment</i></li></ul>	\$180
<i>Year 7-10 printing and photocopying of worksheets and learning materials</i>	\$180
<i>Year 7-10 whole school events</i> <ul style="list-style-type: none"><li>• <i>Athletics carnival</i></li><li>• <i>Swimming carnival</i></li></ul>	\$20
Other Contributions - for non-curriculum items and activities	Amount
<i>School Sports Victoria membership</i>	\$10
<i>First aid &amp; hygiene costs</i>	\$70
<i>Parent &amp; student communication tool (e.g. Compass, Edval)</i>	\$70
<i>Outdoor Learning Spaces</i>	\$20
<i>Communications – Newsletter/Alumni</i>	\$70
Tax deductible contributions	
<i>Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</i>	\$
<i>Library fund. A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.</i>	\$

### Extra-Curricular Items and Activities:

Doncaster Secondary College offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis.

These items appear on your Compass Portal as an event. If you would like to purchase an item or activity for your child, please follow the payment method on Compass.

Extra-Curricular Items and Activities	Year 7 - 10	Amount	Purchase
<i>School magazine/ yearbook</i>		\$25	
<i>Optional Year 7-10 private music lessons</i>		\$500	
<i>Other optional Year 7-10 camps and excursions/incursions &amp; guest speakers to be scheduled</i>		TBA	
<i>Optional items within subjects (e.g. Elective materials &amp;/or experiences)</i>		TBA	

## FEE SCHEDULE 2024 (VCE)

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Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<i>VCE Planner</i>	\$20
<i>VCE subject consumables, classroom materials and</i>	\$180
<i>VCE printing and photocopying of workbooks and learning materials</i>	\$180
<i>VCE whole school events</i> <ul style="list-style-type: none"><li>• <i>Athletics carnival</i></li><li>• <i>Swimming carnival</i></li></ul>	\$20
Other Contributions - for non-curriculum items and activities	Amount
<i>School Sports Victoria membership</i>	\$10
<i>First aid &amp; hygiene costs</i>	\$70
<i>Parent &amp; student communication tool (e.g. Compass, Edval)</i>	\$70
<i>Outdoor Learning Spaces</i>	\$20
<i>Communications – Newsletter/Alumni</i>	\$70
Tax deductible contributions	
<i>Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.</i>	\$
<i>Library fund. A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.</i>	\$

### Educational items for students to own

Doncaster Secondary College recommends you purchase a subscription from Edrolo for your child to individually own and use if required by subject selection.

### Extra-Curricular Items and Activities:

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These items appear on your Compass Portal as an event. If you would like to purchase an item or activity for your child, please follow the payment method on Compass.

Extra-Curricular Items and Activities – Year 11 & VCE/VCAL	Amount	Purchase
<i>School magazine/ yearbook</i>	\$25	
<i>Optional Year 12 Formal</i>	TBA	
<i>Optional private music lessons</i>	\$500	
<i>Other optional incursions/excursions &amp; guest speakers to be scheduled</i>	TBA	

### FURTHER INFORMATION AND RESOURCES

Please also refer to the DET Policy – [Parent Payments](#)