2027 PARENT CONTRIBUTION ARRANGEMENTS – YEAR 12

Dear parents / caregivers

This letter provides information about voluntary contributions you can make to support Sunbury College for 2027 and other payments you can choose to make.

Victorian government schools provide free instruction. This means all students have free access to all items, activities and services that schools use to deliver the curriculum, including reasonable adjustments to support students with disability.

Some families choose to make a voluntary financial contribution to support the school, and we are very grateful for this support. Making a voluntary contribution is your choice. There is no expectation or pressure for families to contribute.

Sunbury College offers a range of items and activities that are additional to the free instruction provided to all students at our school. Financial help is available for extra-curricular items and activities if you are experiencing financial hardship (see further details under Financial Help for Families in the attached information). For a confidential discussion about how to access the financial help available, please contact the College Business Manager, on 03 9744 1066 or sunbury.co@education.vic.gov.au

If you need an interpreter, please contact 03 9605 3053 and give our school's phone number 03 9744 1066. An interpreter can help you speak with us. This service is free. For more information, please see How to use an interpreter to contact your school.

For more information on the Department of Education's Parent Contributions policy please see the information attached. You can read the full policy at Parent Contributions: Policy | education.vic.gov.au.

Yours sincerely

Craig O'Bree
Principal

Tracey Ozanne
School Council President

2027 PARENT CONTRIBUTIONS ARRANGEMENTS – YEAR 12

Voluntary contributions

STUDENT NAME: ……

If you are the carer of a student in out-of-home care or hold a financially means-tested card (such as a healthcare card), please ignore the invitation to make voluntary contributions.

We encourage any family experiencing financial hardship to contact the school for information about the financial help available for extra-curricular activities like camps and excursions.

Voluntary contributions	**Suggested amount – parents can contribute more or less**	**Amount**
Year 12 Voluntary contributions to enhance our school's range of programs, resources and environment.	**$ 350.00**	$[parent to complete]

Tax-deductible voluntary contributions	**Suggested amount – parents can contribute more or less**	**Amount**
Voluntary - Building fund: a tax-deductible contribution to support renovations and upgrades of school infrastructure	**$ 100.00**	$[parent to complete]

Extra-curricular items and activities

Sunbury College offers a range of optional items and activities that are additional to the free instruction provided to all students at our school. Accessing these items and activities does require payment, but financial support is available (see further details under Financial Help for Families below).

Example extra-curricular items and activities include:

- optional activities, camps, excursions and programs
- class photos
- social events like formals.

We have provided confirmed or indicative costs of known extra-curricular items and activities below.

Payment for extra-curricular items and activities with a confirmed cost can be made now or later. Payments can also be made via instalment.

Please contact the school for advice on financial help available for extra-curricular items and activities.

Extra-curricular items and activities	Indicative cost	Confirmed cost (where known)	Parent/carer to select
Excursions as scheduled throughout 2027. The cost of these excursions will be advised throughout the year. (can use CSEF if eligible)	**Cost per activity**		
Interschool Sports program	$25.00 **per individual activity**		
Sports Carnival		**$ 27.00**	$[parent to complete]
Instrumental music lessons – payable once confirmation of enrolment for music lessons		**$ 140.00**	$[parent to complete]
Instrument Hire – payable once confirmation of enrolment for music lessons if required		**$ 140.00**	$[parent to complete]
2027 Yearbook (available for purchase via compass in semester 2)		**TBD**	
Total Extra-curricular Items and Activities			**$**

A synchronised combination lock is provided to all students. However, if this is lost or damaged a replacement lock can be provided for $15.00.

Booklist items:

You can choose to buy learning materials for your child to individually use and own. These items can be bought from any supplier.

Sunbury College has an arrangement with the following supplier for the materials that you can buy: Campion Education.

If you do not buy these items, your child will still be provided with what they need, however they may not be provided with these items to own, or keep, on an individual basis. If you wish to buy items through the supplier, please go to: **Campion Education - order here**

If you would like to buy items to own that are not from this supplier, visit **Sunbury College - Book List** for information about editions of textbooks and/or calculator specifications that will be used.

Digital devices:

Sunbury College uses digital windows laptop devices to support learning. You are able to buy or lease a device for your child to own. If you do not buy or lease a device, your child will be provided with access as they need for their learning, but it may not be one-to-one, to take home, or to keep.

You can find information about the digital devices our school recommends, including minimum device specifications on our school website or below:

Required laptop device features	Highly recommended
4GB of RAM	Touch screen with a stylus
128 GB of storage	Screen protection
i3 Processor or greater (or equivalent)	Insurance
Battery life of device 4 hours or more	Up-to-date antivirus and security
Students are not permitted to charge their device in class due to OH&S requirements	

You can buy or lease the digital device from JB Hi-Fi Education for $659 - $2,250. You can also buy a device meeting these specifications from any other retailer.

Financial help for families

Sunbury College understands families can experience financial difficulty. Help is available, including:

- **Camps, Sports and Excursions Fund** – this program provides funding for eligible students, including those in out of home care, and holders of eligible financially means-tested cards (such as health care cards), to attend activities like camps, sporting activities, excursions and incursions that are offered on a user-pays basis.
- **Affordable School Uniforms -** delivered by State Schools Relief, this program helps cover costs such as school uniforms, shoes, and other essential school items where families are experiencing financial hardship or short-term crisis.
- **Payment plans for Extra-Curricular Items and Activities** – available through Compass or can be arranged by contacting the College Business Manager, on 03 9744 1066 or sunbury.co@education.vic.gov.au
- **Second-hand book and uniform sales** – delivered by Sustainable School Shop, visit www.sustainableschoolshop.com.au

Applications for support from the Camps, Sports and Excursions Fund and State Schools Relief are submitted by the school - please contact the College Business Manager to discuss these and other financial help.

For a confidential discussion about how to access financial help, please contact the College Business Manager, Ph: 03 9744 1066 | Email: sunbury.co@education.vic.gov.au

Payment methods

If you want to make voluntary contributions throughout the year, you can: decide when to make each contribution and choose the amount of each contribution.

We are pleased to be able to offer the following payment methods:

1. Compass Pay on line, through the Parent Portal
2. BPAY with relevant reference, please contact the General Office for BPAY details
3. Cash and EFTPOS at the General Office
4. CentrePay – Centrelink deduction. A form can be obtained from the General Office
5. Payment can be made via direct credit. If you would like to use this method the bank account details are: **BSB: 033 222 Account 020 008**. Please include your family name and ID as a reference

If you would like to pay for extra-curricular items and activities through instalments, please contact the College Business Manager, on 03 9744 1066 or sunbury.co@education.vic.gov.au

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 of Education's Parent Contributions policy and guidance, Financial Help for Families policy, and any other relevant information.

Parent Contributions policy

Information for families



FREE INSTRUCTION

Schools give students free instruction in the curriculum. This includes:

- Free access to all items, activities and services that schools use to deliver the curriculum, including reasonable adjustments to support students with disability.
- The Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major, and the Victorian Pathways Certificate.
- Free access to all subjects, including elective subjects.
- Free access to select-entry and accelerated programs.



FAMILIES CAN CHOOSE TO CONTRIBUTE

Schools can invite 2 types of voluntary contributions:

Voluntary contributions	Tax deductible contributions
Used towards enhanced educational programs and school environment, and additional resources and opportunities offered by schools	Used towards building and/or library fund (for those schools who have such funds)

Schools must advise the carers of students in out-of-home care and parents and carers who hold a financially means-tested card (such as a healthcare card) that the invitation to make voluntary contributions does not apply to them.

In addition, schools can invite parents and carers to pay for optional:

- Extra-curricular items and activities that go beyond the curriculum - for example, school photos, some excursions and some camps.
- Learning materials for students to individually use and own - for example, textbooks, stationery, and in secondary schools only, digital devices. If these items are not bought or provided from home, schools will provide students with free access to what they need for curriculum delivery.



FINANCIAL HELP FOR FAMILIES

Each school has a contact person who can discuss with parents and carers the financial supports that are available.

Schools must publish their Parent Contributions arrangements on their school website, along with a link to the department's Parent Contributions policy.