

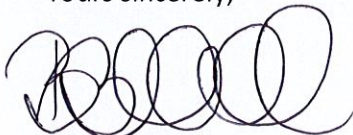
Dear parent/guardian,

Schools provide students with free instruction to fulfil the standard Victorian curriculum and all contributions made by parents towards their child's education are voluntary. At *Melton Specialist School* we are not requesting Curriculum or Other Contributions from parents for 2025.

Melton Specialist School's School Council tries to keep costs to a minimum for our families. The only contribution that we requesting is for Extra Curricular Items and Activities.

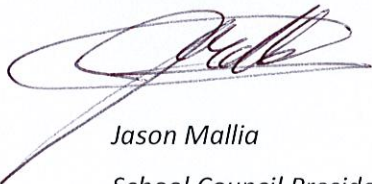
For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Yours sincerely,



*Brooke Briody*

Principal



*Jason Mallia*

School Council President



# 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.



*Educational items for students to own*

*There are no items for our primary students.*

*Extra-Curricular Items and Activities*

We do offer 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.

*If you would like to contribute to an item or activity for your child, please ensure payment is made to the school by the end of Term 2.*

Extra-Curricular Items and Activities	Amount
<p><i>Camps and excursions</i></p> <p>As part of our students programs we are regular accessing the local community via excursions and camps.</p> <p>Our students practice travel via walking, public transport and utilising private buses.</p> <p>Where possible this includes a camp of 1 – 3 nights.</p> <p>The school heavily subsidises these programs and tries to keep our costs to a minimum for our families.</p> <p>CSEF can be used to cover these costs.</p>	<p><b>150</b></p>
<p><b>Total Extra-Curricular Items and Activities</b></p>	<p><b>\$150</b></p>

**Financial Support for Families**

*Melton Specialist School* understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities

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

Bree Campey

Ph: 03 9743 4966 | Email: [melton.ss@education.vic.gov.au](mailto:melton.ss@education.vic.gov.au)

Payment methods: **Cash, Bpay, Bank Transfer**

**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.*