



# Essendon Keilor College

A.B.N. 45 318 674 202  
P.O. Box 142, Niddrie 3042  
Phone: 8331 0100

COLLEGE PRINCIPAL: MR DAVID ADAMSON

1<sup>st</sup> February 2023

Dear parent/guardian,

Essendon Keilor College is looking forward to another great year of teaching and learning and would like to advise you of Essendon Keilor College's voluntary financial contributions for 2023.

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.

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

Within our school this support has allowed us to work in close partnership with parents and the broader school community to provide the best educational opportunities and outcomes for students, both inside and outside the classroom. Through this partnership, parents understand that the contribution they make to their children's education, in all its various forms, has an important role in enriching the school's learning and teaching program and improving educational outcomes. The commitment from parents to contribute benefits students and results in improved achievement outcomes, wellbeing and engagement in learning. This is why parent contribution is highly valued by school communities.

Please find the contribution schedule for all year levels *Year 7-12* attached. Complete this form and return to the school by *Friday 24<sup>th</sup> February 2023* or *alternatively make payments direct into Compass* so the school can prepare accordingly.

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

Yours sincerely,

College Principal  
David Adamson

School Council President  
Nicole Kotoski



# Essendon Keilor College

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
	<b>YEAR 7 - 12</b>
Student ID Card & 8GB EKC branded USB Wristband	\$25
Classroom consumables, materials & equipment for Food; Wood; Art and Textiles	\$40
Online Subscriptions – including Edrolo and Education Perfect	\$50
Photocopied resources, worksheets and learning materials	\$35
Whole school events - School Swimming and Athletics Carnivals fee for entry and transport	\$40
All Curriculum Incursions/Excursions – including transport, entry fees, use of facilities or equipment provided by outside specialists up to the value of \$50 per incursion/excursion (NOTE: If eligible for CSEF can apply to allocate for this item)	\$100
	<b>SUB-TOTAL</b> <b>\$290</b>
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
General Contribution	\$
Additional Equipment Purchase	\$
Additional Computer software/hardware	\$
<b>Tax deductible contributions</b>	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource.	\$
<b>Total Amount</b>	<b>\$</b>

## Educational items for students to own

Attached is a list of items that the school recommends you purchase for your child to individually own and use.

Campion – Booklist - Text books and supplies



# Essendon Keilor College

## Extra-Curricular Items and Activities

Essendon Keilor 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 to deliver the Curriculum. These are provided on a user-pays basis.

If you would like to purchase an item or activity for your child, please indicate on the table below and return this to the school by Friday 24<sup>th</sup> February 2023.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
School Yearbook, handbooks, and combination locks for lockers	\$20.00	
Student 24-hour Accident Insurance	\$10.00	
Supporting the following initiatives: Art Show, School Production, City Centre Program, Presentation Evening, Student Leadership, Library Resources Year 12 Valedictory Evening, VCE Exam Revision Guide and develop our STEM program.	\$30.00	
<b>SUB-TOTAL</b>	<b>\$60</b>	
Optional camps as scheduled throughout 2023. The cost of these camps will be advised throughout the year	To be advised	
<b>Y10 Football Program</b> – purchase of uniform, football, and foam roller (to keep) and entry fees and transport	\$150.00	
<b>Specialist Subject</b> Sport & Recreation Y1/Y2 Fitness/Football – External Gym membership	\$400.00	
<b>Instrumental Music Program</b> – the college offers an optional Instrumental Music Program. Fees must be paid in full for each term no later than the third week of term (\$80 per Term)	\$320.00	
<b>Total Extra-curricular Items and Activities</b>		\$

## Financial Support for Families

Essendon Keilor College understands that some families may experience financial difficulty and offers a range of support options, including:

- Various alternative payment options are available
- Access to Camps, Sports, and Excursions Fund (CSEF) to assist eligible families to cover the costs of school trips, camps, and sporting activities
- Access to State Schools Relief support via the Student Welfare Coordinator to assist with clothing/uniforms
- Welfare and support agencies that have established partnership arrangements with schools to provide further assistance to students and their families
- Contacting the Student Welfare Coordinator/Campus Principal at your campus to arrange an appointment to discuss alternate payment arrangements or further assistance



# Essendon Keilor College

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

## Campus Principals

Essendon Campus – Sally Stevens (Acting)– 9319 1300 – [Sally.Stevens@education.vic.gov.au](mailto:Sally.Stevens@education.vic.gov.au)

East Keilor Campus – Melissa Travers (Acting) – 8331 0109 – [Melissa.Travers@education.vic.gov.au](mailto:Melissa.Travers@education.vic.gov.au)

Niddrie Campus – Adam Potter – 9375 8400 – [Adam.Potter@education.vic.gov.au](mailto:Adam.Potter@education.vic.gov.au)

## Total

Category	
Curriculum Contributions	\$
Other Contributions	\$
Extra-Curricular Items and Activities	\$

## Payment Methods

1. In **person** at the campus office by Credit Card or EFTPOS
2. By **BPAY** – refer to a Family Statement available from your Campus office for unique biller code and reference number.  
(Please forward an email to [essendon.keilor.co@education.vic.gov.au](mailto:essendon.keilor.co@education.vic.gov.au) informing amount and invoice paid)
3. By **mail** - Credit Card details
4. By **phone** – please ring your Campus Office with Credit Card details
5. Via **Compass Payments** – in 2023, preferably by 24<sup>th</sup> February 2023.

## 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.

# 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.