



# ALEXANDRA SECONDARY COLLEGE

**RESPECT, PERSONAL BEST & INTEGRITY**

Phone: 03 5770 2000

Private Bag 1  
ALEXANDRA  
Victoria 3714  
email: alexandra.sc@education.vic.gov.au

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**Principal: Nigel Lyttle**

[www.asc.vic.edu.au](http://www.asc.vic.edu.au)

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Dear Parent/Guardian,

November 7<sup>th</sup> 2023

Alexandra Secondary College is looking forward to another great year of teaching and learning and would like to advise you of Alexandra Secondary College's voluntary financial contributions for 2024. 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. This has made a huge difference to our school and the quality of programs we offer.

Within our school this support enables us to:

- Offer a wide range of special curriculum experiences for our students across all year levels.
- Provide a rich array of classroom materials like exciting chemicals in Science, interesting ingredients in cooking classes, good quality sporting equipment in PE.
- Allow students to take home what they create and make.

Please find below Alexandra Secondary College's voluntary financial contributions schedule for 2024, which includes an overview of what your contributions will contribute towards.

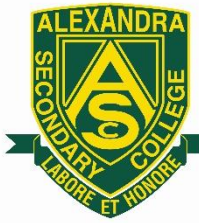
Department of Education guidelines now mandate that schools are UNABLE to provide parents with a statement of fees. With this in mind, parents are asked to please review the recommended voluntary financial contributions schedule below for an indication of contributions for your child/ren.

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

Yours sincerely,

Nigel Lyttle  
Principal

Mandy Gesler  
School Council President



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Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount	Purchase (Please tick)
VCE Units 1&2 <ul style="list-style-type: none"> <li>Art Marketing &amp; Exhibiting Units 1&amp;2 Works taken home \$15</li> </ul>		
VCE Units 1&2 Printing and photocopying of workbooks and learning materials <ul style="list-style-type: none"> <li>Business Management Units 1&amp;2 \$20</li> <li>Health &amp; Human Development Units 1&amp;2 \$15</li> <li>Legal Studies Units 1&amp;2 \$15</li> <li>Physical Education Units 1&amp;2 \$15</li> <li>Psychology Units 1&amp;2 \$15</li> <li>Physics Units 1&amp;2 \$15</li> <li>Chemistry Unit 1&amp;2 \$15</li> </ul>		
VCE Units 3 & 4 Printing and photocopying of workbooks and learning materials <ul style="list-style-type: none"> <li>Biology Units 3&amp;4 \$30</li> <li>Business Management Units 3&amp;4 \$20</li> <li>Health &amp; Human Development Units 3&amp;4 \$25</li> <li>Legal Studies Units 3&amp;4 \$20</li> <li>Psychology Units 3&amp;4 \$15</li> <li>Physics Unit 3&amp;4 \$15</li> <li>Chemistry Unit 3&amp;4 \$15</li> <li>General Maths Unit 3&amp;4 \$20</li> <li>Maths Methods Unit 3&amp;4 \$20</li> </ul>		
VCE Units 3 & 4 <ul style="list-style-type: none"> <li>Vis Com Units 3&amp;4 Works taken home \$15</li> <li>Art Marketing &amp; Exhibiting Units 3&amp;4 Works taken home \$15</li> </ul>		
Other Contributions - for non-curriculum items and activities	Amount	Purchase (Please tick)
School grounds maintenance and improvements	\$50	
Tax deductible contributions		
Building fund. A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure.	\$	
Library fund. 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.

Please find attached is a list of items that the school recommends you purchase for each individual student. Items can be purchased from Alexandra Newsagency for your child to individually own and use.



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## Extra-Curricular Items and Activities.

Alexandra 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. 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 29/02/2024.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
<i>VCE private music lessons</i>		
• Hire of Instrument	\$180	
• Tuition-Drums, Guitar,	\$300	
• Bass, Singer Tuition Brass, Woodwind	\$150	
<i>Other optional VCE excursions to be scheduled eg sport</i>	\$25	
<b>Total Extra-curricular Items and Activities</b>		<b>\$</b>

## Financial Support for Families

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

- Camps, Sports and Excursions Fund provides payments for eligible students to attend camps, sports and excursions.
- State Schools' Relief provides financial support for eligible families to purchase clothing/uniforms at a reduced rate.

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

Anne Norris

Ph: 03-5770 2000, or Email: [anne.norris@education.vic.gov.au](mailto:anne.norris@education.vic.gov.au)

## Payment Methods

While payment is not required until the start of the 2024 school year, we can accept payments in 2023.

All parent payments and contributions can be made by cash, cheque or debit/credit card, at the school's office, or by BPAY.

## 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

## Total

<b>Category</b>	
<b>Curriculum Contributions</b>	<b>\$</b>
<b>Other Contributions</b>	<b>\$</b>
<b>Extra-Curricular Items and Activities</b>	<b>\$</b>

## PARENT PAYMENTS POLICY

### Categorisation of parent payment requests – Secondary Schools

The information below is to be used as a reference guide for schools when deciding upon which category a parent payment item should be listed on the [Parent Payment Letter Template](#). The list covers a wide range of potential items and activities that should only be listed by schools when they have a demonstrated need related to their school goals. Further information regarding how schools can request parent payments can be found at [www.education.vic.gov.au/pal/parent-payment/policy](http://www.education.vic.gov.au/pal/parent-payment/policy).

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.

- **General classroom materials and equipment** (e.g. shared classroom stationery, paper, posters/charts)
- **Subject specific materials and equipment** (e.g. materials for English, Mathematics, Language, Science, Art, Music, Technology, Food Technology, Health and Physical Education)
- **Provision and upkeep of school devices, peripherals and ICT** (e.g. devices owned by the school, class sets, device configuration, maintenance, and server/system costs)
- **Photocopying and printing for students** (e.g. printed workbooks in lieu of textbooks)
- **Curriculum activities** (e.g. excursions, incursions, camps, whole-school carnivals - including transport and entry)
- **Digital and online subscriptions for learning**
- **Assessments** (e.g. standardised tests, revision packages, external examinations)
- **Student ID cards**
- **Student planners**

#### Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

- **Sports affiliation costs** (e.g. School Sports Victoria affiliation)
- **Student and parent communication tools**
- **Enhanced student support** (e.g. learning support programs, mentoring, coaching, tutoring, homework clubs, language conversation clubs)
- **Enhanced wellbeing support** (e.g. wellbeing programs, school counsellors, mental health practitioners)
- **Lockers/locker maintenance**
- **Engaging staff through local payroll** (e.g. groundskeepers, coaches, additional wellbeing and learning support staff)
- **School buildings and grounds maintenance and enhancement** (e.g. Building Fund)
- **Library maintenance and enhancement** (e.g. Library Fund)
- **Use and upkeep of specialised facilities on campuses** (e.g. gym equipment, recording studio)
- **First aid and hygiene costs**

#### 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.

- **Optional items to keep** (e.g. yearbook, school photos, recording of school concert)
- **Optional Extra-Curricular Activities - school based** (e.g. camps, excursions, incursions, guest speakers, sport carnivals and events)
- **Optional Extra-Curricular Activities - outside of school hours** (e.g. formal, dance, social, graduation, award ceremonies)
- **Use of specialised school facilities after hours** (e.g. use of gym facilities)
- **Optional items within subjects** (e.g. students wanting to use mahogany wood and silver for Technology in lieu of the school's standard timber and metal)
- **Optional experiences within subjects** (e.g. Outdoor Education camp, science excursion)
- **Alternative curriculum programs** (e.g. Montessori, Steiner, Language Immersion, International Baccalaureate Diploma)
- **Private instrumental music lessons and instrument hire**
- **Entry into academic competitions**

- Schools may also invite parents to supply or purchase educational items to use and own. These items are sold by third party providers and can include **booklist items, textbooks, stationery, digital devices and peripherals, calculators, locks and fitted personal safety equipment**. If a student does not provide or purchase their own educational items, the school must ensure the student has free access to what is needed at school to access the school's delivery of the Curriculum