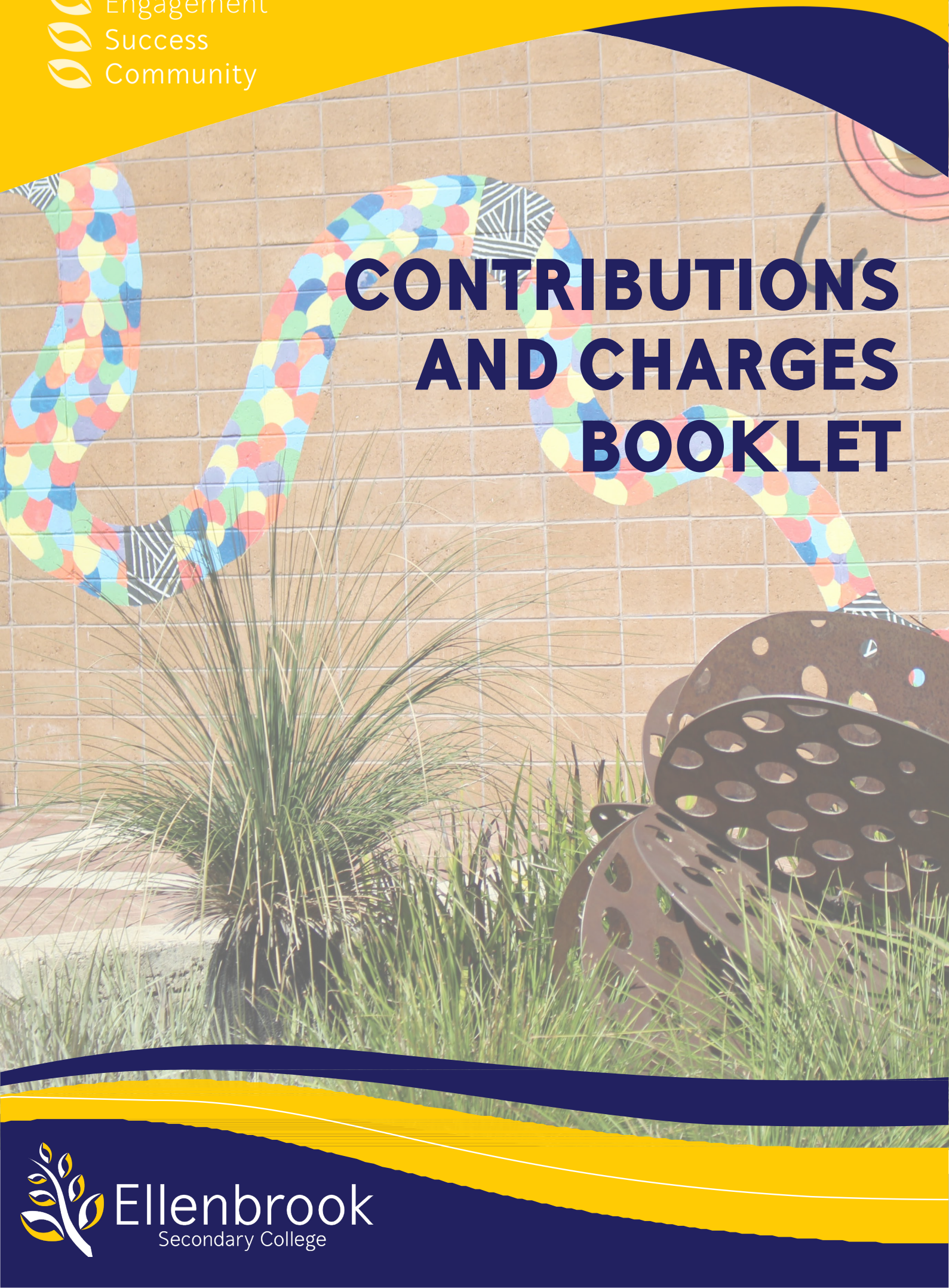
Engagement
Success
Community



# CONTRIBUTIONS AND CHARGES BOOKLET

Ellenbrook
Secondary College

## What are Contributions and Charges?

At Ellenbrook SC we strive to provide quality teaching and learning experiences that empower our students to thrive, be successful lifelong learners and resilient, prosocial citizens. We place great importance upon developing the whole child. We believe that all our students can reach their potential and achieve their highest educational outcomes within a rich and nurturing school environment that engages and motivates them and appropriately supports and challenges them to be confident, creative, successful, and active, informed global community members.

The Government provides funding to cover the cost of staff, facility maintenance and basic resources with funding dependent on various factors such as student numbers, socioeconomic factors of the area and student characteristics. At Ellenbrook SC we enrich the educational experience with funds collected through the Voluntary Contributions and Charges.

Funds collected from families are spent on a range of resources including more specialised equipment and resources aimed at providing educational experiences that prepare students for the world beyond school. We ask that you invest $235 per year ($6 a week) to enhance your child's learning opportunities. When our school and community work together our young people are the ones who benefit.

## The difference between "Contributions" and "Charges"

Voluntary Contributions are non-compulsory charges that the College can request from parents/carers. These contributions supplement the funding provided by the Government for delivering the courses of Math, English, HASS, and Science, Physical Education, The Arts and Technologies across Years 7 - 10. To enable the College to provide up to date resources and equipment across the core courses, we encourage all parents/carers to pay the voluntary contribution for their students/s.

Charges are compulsory for all elective courses and are offered by the College at its discretion and therefore not covered by Government funding. All course costs for Year 11 and 12 are compulsory charges, however the College's Board has directed our efforts towards keeping costs as low and as fair as possible.

## Your account explained

### Years 7 - 10

The following information is an ***example*** only supplied to help parents in understanding the College's Charges and Contributions structure for their child. We wish to assure parents that the College Board approves all subject costs, and all costs are accountable to the Department of Education and have been directed towards keeping the costs as low as possible.

**Courses your child is undertaking** | **Compulsory Charges must be paid**

| Subject/Other Items | | Voluntary Contributions | Compulsory Charges | Total |
|---|---|---|---|---|
| 8HEc - 8 Home Economics | | $ 12.00 | $ 12.00 | $ 24.00 |
| 8HASS - 8 Humanities and Social Sciences | | $ 32.00 | $ 0.00 | $ 32.00 |
| 8Eng - 8 English | | $ 32.00 | $ 0.00 | $ 32.00 |
| 8Dra - 8 Drama | | $ 12.00 | $ 0.00 | $ 12.00 |
| 8DigT - 8 Digital Technologies | | $ 12.00 | $ 0.00 | $ 12.00 |
| 8D&T - 8 Design and Technology | | $ 12.00 | $ 12.00 | $ 24.00 |
| 8HEd - 8 Health Education | | $ 11.00 | $ 0.00 | $ 11.00 |
| 8VArt - 8 Visual Art | | $ 12.00 | $ 12.00 | $ 24.00 |
| 8Sci - 8 Science | | $ 32.00 | $ 0.00 | $ 32.00 |
| 8PEd2 - 8 Physical Education S2 | | $ 12.00 | $ 0.00 | $ 12.00 |
| 8PEd1 - 8 Physical Education S1 | | $ 12.00 | $ 0.00 | $ 12.00 |
| 8Med - 8 Media | | $ 12.00 | $ 0.00 | $ 12.00 |
| 8Mat - 8 Mathematics | | $ 32.00 | $ 0.00 | $ 32.00 |
| **Total for Voluntary Contributions and Compulsory Charges** | | $ 235.00 | $ 36.00 | $ 271.00 |
| **Other Optional Costs** | | | | |
| 2022 Year Book | $ 20.00 | | | |
| **Total for Other Optional Costs** | | | | $ 20.00 |
| **Voluntary Approved Requests** | | | | |
| Student Facilities Fund (per family) | $ 40.00 | | | |
| ICT Student Fund | $ 20.00 | | | |
| Library Resources | $ 15.00 | | | |
| Chaplaincy Fund | $ 10.00 | | | |
| P & C Contribution | $ 15.00 | | | |
| **Total for Voluntary Approved Requests** | | | | $ 100.00 |
| TOTAL PAYABLE | Includes GST of **$ 1.82** | | | **$ 391.00** |

SAMPLE

### Voluntary Contributions Years 7-10

The College is requesting a voluntary contribution of up to $235.00 for each student towards the cost of materials, textbooks, services, and facilities used by students in the educational program. The payment of these costs will make a significant contribution to the quality of educational programs delivered. There is an expectation that families who can afford to pay the Voluntary Contributions will do so. Payment of these costs is voluntary but encouraged and appreciated.

## Voluntary Approved Requests

To help in meeting the cost of other services offered to students, the college requests parents to contribute to the below Voluntary Approved Requests:

- **Chaplaincy Fund ($10.00)**

  An individual levy has been requested to support the presence of a Non-Denominational Chaplain. The Chaplain provides a valuable service to the students and their families by encouraging, motivating, and inspiring young people to be the best they can be and help them through life issues that may threaten their potential. This position is solely funded by the community and your donations.

- **Information Technology Fund ($20.00)**

  This cost is used for the resourcing and updating of library and IT materials for all students. It is a valuable resource in helping your child with their educational programs and having access to the most up to date and modern technology. The Department of Education supplies limited funding to provide resources for this center.

- **P&C Contribution ($20.00)**

  The P&C is comprised of voluntary members who make a vital contribution to the college. This contribution enables the P&C to buy much needed equipment for students' use. The P&C also supports fundraising for college tours and PBS events.

- **Student Facilities Fund ($40.00)**

  This cost is used in improving student facilities in and around the College. Recently funds have been used to contribute towards many Shade sails and bench tables for students to use around the College campus.

- **Library Contribution ($15.00)**

  An individual levy has been requested to support the acquisition of resources for students to ensure current resources are readily available to supplement present-day curriculum.

  **Payment of these costs is voluntary, however it is encouraged and appreciated.**

# Payment Information and Assistance

## Payment Options

To pay for excursions, follow the link sent to you via email from *Compass*.

- **B-Point**

  Quick and effortless way to pay for Contributions and Charges online with a Credit or Debit Card.

- **Direct Deposit**

  Pay using your internet banking. It is important that your child's full name or Student Number is used as reference. **BSB: 066 040 Account No: 1990 0778**

- **Credit/Debit Card**

  Visa or MasterCard only. By completing the credit/debit card information at the bottom of the Contributions and Charges sheet and returning to the College. Payments can also be made at College Administration Office or by phoning 9297 9700.

- **Payment Plan**

  Payment plans are welcome. Please complete and return the enclosed Payment Plan form or contact Finance to discuss your options.

## Secondary Assistance Scheme (SAS)

The Western Australian Department of Education provides an allowance to assist eligible families with secondary schooling costs. The SAS of $235.00 for students will be paid directly to the College and is applied towards educational program charges in the first instance.

For those parents or carers who choose to give their clothing allowance directly to the College these funds will be deducted from the compulsory charges first and then any other contributions and/or charges. The allowances below are available to secondary students providing the eligibility criteria is met.

http://www.concessions.wa.gov.au/Concessions/Pages/Secondary-Assistance-Scheme.aspx

### Eligibility Criteria

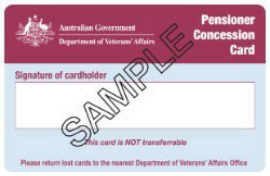
Parent or carer must hold one of the following cards:

- Centrelink Family Health Care Card
- Centrelink Pensioner Concession Card
- Veterans' Affairs Pensioner Concession Card (blue card only)

The parent or carer must be the holder of a card that is valid during Term 1. The only exception to this is when a student holds a health care card in their name and is declared an independent youth by the Department of Human Services (Centrelink); for example, living away from home. In this instance, a letter of confirmation from Centrelink needs to go with the application.

The allowance is paid up to and including the year the student turns 18 years of age. Applications are made by the parent or carer for students enrolled in Years 7 - 12. Application forms are to be completed at the College during term 1 and close 9 April 2027.

Electronic concession cards are also valid. Access the electronic card on your device and email the concession card to the College: ellenbrook.sc@education.wa.edu.au










### Processing Payments

These forms are now sent electronically to Schools Resourcing and Support Directorate for processing which allows the uniform money to be credited to parents/carers accounts faster (allow 5-10 working days).

### Late Applications

Late applications will only be accepted in extenuating circumstances and must be accompanied by a written explanation OR the student has recently arrived from interstate or overseas and enrolled after the end of first term.

### SAS Allowance

The allowance consists of two components:

- $235.00 Education Program Allowance - paid directly to the College and applied to compulsory charges for Years 7 - 12.
- $115.00 Clothing Allowance - paid directly to the parent/carer or the College and applied to compulsory charges followed by contributions. These funds cannot be transferred to the Uniform Shop by the College.

# Important Information

## Payment of Contributions and Charges

For Years 7-10, charges for elective courses must be paid in full by the end of Term 1. High-cost courses will incur a 50% deposit prior to the course commencement.

For Years 11 and 12, all charges are compulsory. Charges will depend on the course chosen. Some specific courses will incur higher costs dependent on factors such as texts, course specific resources, materials, excursions, certificates, and work placements. Some high-cost courses will incur a 50% deposit upon course selection. Students involved in work placement must pay the associated fees prior to commencement of the work placement.

The College reserve's the right to place students in lower cost options if course charges are not paid.

## A Compassionate View

The College understands that the payment of contributions and charges can be a burden for some families. Part payments, deferred payment, payment plans, and credit card debits are all available to support parents experiencing difficulties. In some cases of financial hardship, the principal will consider full or partial waver of contributions and charges. However, we do need to talk to you about this. Ignoring accounts and reminders is unhelpful to all parties.

If parents are having difficulty paying fees, please contact the college office on 9297 9700 or email ellenbrook.sc.accounts@education.wa.edu.au to discuss possible payment options.

## Collection of Contributions and Charges

The College will take a positive approach to collecting contributions from parents/carers of students in Year 7 to 10 and will highlight the benefits to students if all contributions are made. With respect to charges, the College will actively seek full payment of charges.

- A statement will be emailed during Term 1. In Term 2 the College will email a reminder notice to show any outstanding balances.
- Compulsory unpaid charges as of the 1st of July may be referred to a debt collection agency unless prior arrangements have been made.
- Outstanding charges are rolled over to the student's record in the following year, where applicable.
- Year 9 - 12 high-cost courses will be subject to a 50% confirmation charge during course selection.

# Additional Costs

## Excursion / Incursion Information

For incursion and excursion planning, the College uses *Compass*. All information is stored following the Australian privacy requirements. Parents and carers will receive an email invitation when your child is scheduled to attend excursions. Parents and carers can provide consent, make payment, amend contact details, and medical and allergy information through *Compass.*

## Endorsed Programs

An endorsed program is a significant learning program that has been developed for senior secondary students. The School Curriculum and Standards Authority may have developed the program, or it may have been developed by a private provider or school and later endorsed by the Authority.
Endorsed programs can be delivered as part of the college curriculum or as extracurricular activities. Enrolment in endorsed programs needs to be negotiated with the VET Coordinator or Associate Principal and is approved on a case-by-case basis.

## Workplace Learning (WPL)

Students from Years 10 to 12 may wish to enrol in Workplace Learning (ADWPL) to gain credits towards their WACE, however there are strict reporting requirements that must be met. Students will have to fully complete the College Logbook/s and Skills Journal/s along with completing mandatory workplace hours.

Students may take part in activities such **as paid or unpaid employment outside of school hours**. These programs often occur outside of school hours and are referred to as outside of school workplace arrangements. An expression of interest form must be collected from the VET office; all aspects must be completed and approved prior to enrolment.

Students may take part in **unpaid Workplace Learning during school hours** in some instances. This is often targeted BLOCK release and part of a VET Qualification. An expression of interest form must be collected from the VET office; all aspects must be completed and approved prior to enrolment. School Based Traineeship/Apprenticeship students will also be enrolled in ADWPL; this process needs to be negotiated with the VET office and is approved on a case-by-case basis.

At all times industry standards must be met and are the responsibility of students and their caregivers. This may require holding a current White Card, completing Drug and Alcohol testing, presenting proof of vaccination, and/or providing proper PPE (Personal Protection Equipment).

## Personal Items (Booklist)

Recommended personal and stationary items are detailed on the relevant Personal Items List for each year group. Items may be bought from Campion, or from a supplier of your choice. If you intend to buy through Campion, please follow the instructions on the booklist which can be found on our website under Information.

## Other Optional Costs

Defined as goods and services provided by the College, which are not directly part of the educational program. Examples include photocopying, internet download (that exceed the allowances included in contributions and charges), internet access for recreational or non-college use, yearbook, leavers jacket, college photos and extra-curricular tuition not provided by The Department of Education.