



Dear parent/guardian,

Western English Language School is looking forward to welcoming your child to their first Australian school and would like to advise you of Western English Language School's voluntary financial contributions.

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.

Within our school, this support has allowed us to run school camps, swimming programs and after-school activities.

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

Yours sincerely,

Signature: *Yolette De Zilwa*
Yolette De Zilwa (Aug 27, 2021 11:17 GMT+10)

Email: yolette.dezilwa@education.vic.gov.au

Signature: *Denis Margetic*
Denis Margetic (Aug 27, 2021 12:45 GMT+10)

Email: denis.margetic@education.vic.gov.au

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Stationery (book packs)	\$30 one-off for secondary students \$10 per term for primary students
Other Contributions - for non-curriculum items and activities	Amount
Uniform	Varies depending on age and site
Concession card (available to students who live more than 4.8 KMs from school and are SRP funded)	\$9
Friday activities (for secondary students only). Free for students who are CSEF funded.	\$25 (first child) per term \$20 (second child) \$15 (third child) \$10 (fourth and subsequent children)
Total Amount	\$ Varies

Financial Support for Families

Western English Language School understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund

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

Laurence Guttman

Ph: 03 9311 9325 | Email: laurence.guttman@education.vic.gov.au

Payment methods

- Cash
- Debit card
- Credit card
- Direct deposit

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.

WELS parent payments arrangements Ver. 2

Final Audit Report

2021-08-27

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