



Dear Richmond High School families,

We are looking forward to another great year of teaching and learning and would like to advise you of the 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, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer. For further information on the Department's Parent Payments Policy please see a one-page overview included on the last page.

As the cost of living continues to impact our community, the School Council has decided to keep the 2024 parent payment arrangements the same cost as 2023.

FINANCIAL SUPPORT FOR FAMILIES

Richmond High School understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund (CSEF)
- Individual Payment Plans
- Support with Uniform and Devices

For a confidential discussion about accessing any of these services, or if you would like to discuss alternative payment arrangements, contact our Business Manager, Charlene Lloyd on (03) 8396 6399 or email her on charlene.lloyd@rhs.vic.edu.au - We guarantee that any information about your financial circumstances, payment arrangements or status will be kept strictly confidential.

PAYMENT METHODS

We offer the following payment methods:

1. Payment in full: Compass, cash, EFTPOS, credit card, direct deposit, BPay or cheque, on or before the due date
2. Compass instalment plan via a valid credit/debit card (6 x equal instalments debited on the following dates):
15/12/2023 15/01/2024 15/02/2024 15/03/2024 15/04/2024 15/05/2024
3. Personalised payment plans via Compass are available. Please contact Charlene Lloyd, Saku Hettiarachchi or Krystle Sherbourne on (03) 8396 6399 to help set up this payment plan.

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.

Kind Regards,

Dr Lars Andersson
Principal

Nicole Hardman
School Council President

CURRICULUM CONTRIBUTIONS – Items and activities that students use, or participate in, to access the Curriculum.		
ITEM	SPECIFICATIONS	AMOUNT
Subject Specific Materials	Science, English, Mathematics, Art, Music, Innovation, Lifecycle	\$ 170.00
General Classroom Materials and Equipment	Shared classroom stationery, paper, posters/charts	\$53.00
Photocopy and printing	Worksheets and learning materials	\$ 77.00
Technology	Provision and upkeep of school devices, peripherals and ICT	\$ 60.00
Online testing and assessment	Compass Learning Tasks	\$60.00
Student ID Card	Access Card	\$ 10.00
	TOTAL	\$ 430.00

OTHER CONTRIBUTIONS - for non-curriculum items and activities.		
* Tax Deductible #Suggested contribution per family, ALL contribution amounts will be accepted		
ITEM	SPECIFICATIONS	AMOUNT
Sports Affiliation Costs	School Sports Victoria affiliation	\$15.00
Compass Software	Student financial and administration software, management tool and communication platform	\$50.00
First aid and hygiene	Contribution towards, first aid and hygiene consumables	\$25.00
Enhanced Wellbeing Support	Student wellbeing programs e.g. Rock and Water Program	\$25.00
Sporting Equipment	Contribution towards sporting equipment for general (e.g. recess or lunchtime) use	\$20.00
Lockers	Locker service and maintenance	\$20.00
Combination Lock	Provision of combination lock	\$15.00
	TOTAL	\$170.00

Building Fund*	Acquiring, constructing or maintaining the school buildings.	\$ 250.00#
Library Fund *	Furniture, training equipment and computers, books and collections that are not fixtures	\$ 250.00#
Make a Difference Fund	Support for families who cannot afford the cost of Extra-Curricular Items and Activities. For example, instrumental music lessons.	\$ 250.00#

EXTRA-CURRICULAR ITEMS AND ACTIVITIES – PROVIDED ON A USER-PAYS BASIS		
Items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum. Students access these on a user pays basis.		
ITEM	SPECIFICATIONS	AMOUNT
Instrumental Music Program (Full Year)	Individual Lessons	\$2,006.00
	Paired Lessons	\$1,124.00
	Group Lessons	\$870.00
	Ensemble Only Lessons	\$242.00
Enhanced Chinese Program	Provision of books, class materials, other resources, excursions, guest speakers, mentoring and all other activities.	\$ 250.00
Camps, Sports, Activities and Excursions	Year level cohort camps, specialist camps (e.g. ski tour), excursions, incursions, sporting days, interschool sport . These will all be published on Compass for payment and consent as they arise.	TBA

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.