



Contributions and Charges

Parent Information Booklet

Duncraig Senior High School has developed a strong reputation as a school with very high academic standards. This has come about through the quality of the students and the support of their parents, the considerable expertise of the school's teaching staff and the constantly improving resources and facilities that the school provides.

Students are entitled to participate in an educational program that satisfies the requirements of the *Curriculum Framework*. The Principal, in consultation with school's Finance Committee and the School Board, and in accordance with the *School Education Act 1999*, the *School Education Regulations 2000* and Department of Education policies, determine all payments requested of parents for the education of their children.

Financial support provided by parents has always played an enabling role in the provision of resources that extend the school's capacity to add value to students' learning experience. For example, parent contributions allow schools to provide class sets of text books instead of students having to provide their own. Estimates of the level of the total payments that will be received from parents form an important element in schools' annual financial plans.

Duncraig Senior High School receives government funding which meets the cost of:

- Staff - includes teaching staff, administration, support staff and relief teachers.
- Teaching materials and equipment - includes computers, physical education equipment, laboratory equipment, library materials and curriculum materials.
- Special purpose programs - includes LOTE, special literacy and numeracy programs and teachers' professional development.
- Student support services - includes student services (e.g. School Psychology Service, speech pathology), support for children with a disability, the Secondary Assistance Scheme and English as a Second Language programs.
- Information technology - includes provision of information and communication technology and software licensing.
- Facilities - includes school sites, buildings and upgrading of buildings.
- Furniture and equipment - includes desks, chairs and tables for students and staff, photocopying equipment and administration computers.
- Maintenance - includes buildings maintenance and grounds maintenance.
- School security - includes the Education Security service and intruder detection systems.
- School operational costs - includes office, administration materials, telephone, utilities (e.g. gas, electricity, water, sanitation, waste removal) and cleaning and gardening.

Payments from parents for contributions and charges are used towards the cost of providing an educational program that meets the requirements of the Curriculum Framework. A description of these definitions is in the sections below. Non payment of contributions and charges can result in the school being unable to deliver the educational programs efficiently and effectively. The costs are detailed on your child's *Charges and Voluntary Contributions*. The school also offers a range of payment options to assist parents (please see *Methods of Payment*).

Contribution

A payment requested from parents towards the cost of materials, services and facilities used by Yrs 7 -10 students in the educational program. The contributions collected from parents/guardians are used towards providing materials, services and facilities directly used or consumed by students, including hire of textbooks or the provision of text material.

The Department of Education's *Contribution, Charges and Fees* policy clearly states that it is expected that those who can afford to will make the contribution. Parents/Guardians who hold a concession card may be eligible for financial subsidy for the contributions through the Secondary Assistance Scheme. (Please refer to the section on Secondary Assistance in this booklet for more information)

Charges

All charges are compulsory and apply to high cost options (called extra cost optional components) in Years 7-10 that are alternative to parts of the program covered by the contribution. Students can opt to participate in courses and activities. These include:

- optional courses in Years 7-10 which have a high cost associated with their provision (for example outdoor education, specialised design and technology courses);
- optional activities in any course for which there is a high cost associated with their provision (for example excursions, camps, visiting performers or displays). This category includes options within a course of study where higher cost materials may be chosen; and
- other optional school-based activities which address broad learning outcomes and for which there is a high cost (for example school social events, such as graduation dinners or school balls, or excursions such as end-of-term picnics, movies or skating).

Participation in these components is voluntary, but a charge is payable and compulsory if the student opts to participate. The charge associated with the provision of these activities, services or facilities covers the cost of providing the service or running the activity.

All subject costs for Year 11 and 12 are charges and payment is compulsory. Parents/Guardians who hold a concession card may be eligible for financial subsidy for the charges through the Secondary Assistance Scheme. (Please refer to the section in this booklet for more information)

A 50% confirmation fee is required on all charges and **must** be paid by 31st January. Payments not received by this date may result in your child being moved to a lower cost subject.

Personal Items

These are personal items that students need to own and include stationary items, calculators, workbooks etc. The list is detailed and provided to parents with the *Charges and Voluntary Contributions*. These can be purchased from any supplier.

Other Optional Costs

These are services or facilities which students might choose to use. Schools make provision for these on a cost-recovery basis. Examples include graduation shirts, diaries, year book, school photos, the provision of photocopying facilities and printing facilities for computer-generated assignments and internet downloads over and above that provided as part of course allocations. These costs are regarded as a charge and are payable if students use them.

Approved Voluntary Requests

To assist in meeting the cost of other services offered to students, the school requests parents to contribute to:

- **Technology** – this cost is to assist the school in the management and upgrading of the schools IT systems and for the purchase of software programs to assist with the delivery of the curriculum program. Specific applications include internet filtering to keep students safe online, a Learning Management portal for students that disseminates subject information and allows students submit work and a portal that securely shares attendance, class, pastoral care and result information with parents.
- **Building Fund** - this amount can be nominated by the parent/guardian (either \$20, \$50, \$100 or other) and is tax deductible. These funds will be utilised in upgrading and enhancing existing school facilities and will contribute to new building projects in the school grounds. Please see enclosed flyer for information on how to donate to this fund. Please note that the bank account details for this fund differ to the normal school account.
- **Library** – this cost is used towards the resourcing and updating of library materials for all students and is a valuable resource in assisting your child with their educational programs.
- **Dun Craig Senior High School Parents & Citizen's Association** – the P&C is comprised of voluntary members who make a vital contribution to the school. The P&C also operates the school canteen. Monies the P&C collect through fundraising activities and levies are donated to the school for activities and much needed equipment and resources.
- **Chaplain** – the cost of this service is not met by government funding. 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.

Payment of these costs is encouraged and appreciated.

Secondary Assistance Scheme

The Secondary Assistance Scheme (SAS) is available to parents/guardians of secondary students up to and including the year in which they turn 18, and only if the parent/guardian is a holder of one of the following prescribed cards, not the student. If a parent does not have a card the application will not be successful.

- Centrelink Family Health Care Card,
- Pensioner Concession Card or
- Veterans' Affairs Pensioner Concession Card.

The SAS includes a Clothing Allowance of \$115 and Educational Program Allowance of \$235. Students in receipt of ABSTUDY are eligible for the ABSTUDY Supplement Allowance.

The Clothing Allowance is payable to the parent and payment is made directly into a nominated bank account, or the parent can nominate it to be sent directly to the school.

The Educational Program Allowance is payable directly to the school (parents do not receive this payment). In Years 7–10, the payment of \$235 will be firstly deducted from the outstanding contribution. Any remaining funds will then be deducted from outstanding charges. In Year 11 and Year 12, the payment will be deducted from the charges.

Application forms for SAS will be available from the office in January 2016. You will be required to lodge these forms in person as we will need to sight a valid concession card and verify signatures. Applications close early **April**. No late applications will be accepted by the Department of Education.

Payment Methods

Payments can be made by the following options. Please ensure you include the payment slip at the bottom of the *Charges and Voluntary Contributions* advice for your child :

- Qkr!
- BPOINT - via the Duncraig Senior High School's website.
- Cash/Cheque (payable at the cashiers office at the rear of the Administration building)
- Credit/Debit Card (may be made over the phone)

Donation to the Duncraig Senior High School Building Fund should be paid directly into the following bank account

- BSB 066040 Account 19904007 (Please refer to enclosed flyer)

Please do not use this account number for Excursion/Charges & Contribution Payments.

Office hours for all enquiries are Monday - Friday 8am – 4pm (closed Public Holidays). Please contact 6241 5000.

Uniform Shop

The school uniform shop is operated by Uniform Concepts. They are located at 5/7 Delarge Street Joondalup. Opening hours are:

Monday – Friday: 9am – 5pm (Thurs to 6pm)
Saturday: 9am – 1pm

Email Joondalup@uc.nellgray.com.au

Phone: 9270 4660

Website: www.nellgray.com.au

A small range of uniform items are kept at school for sizing purposes only.

Personal Items List

Your child's Personal Items List may be purchased online at Campion at www.campion.com.au Free delivery is available for orders placed online prior to the cut off date. Online orders placed after this date will incur a delivery fee. All online orders will be dispatched by mid January. If you cannot order online, you may go into the Campion Store in Malaga (details are on the Personal Items List). The school receives a commission on the item sales. It is not compulsory to purchase the personal items from Campion – you may choose any supplier.