



**Student Name:**

**Year 12 2025**

**Parent Payment  
Contributions Booklet**

Dear Parent/Guardian

Somerville Secondary College is looking forward to another great year of teaching and learning and would like to advise you of the college's voluntary and extra curriculum financial contributions for 2025.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary under the categories of Curriculum Contributions and Other Contributions. However, under the category of Extra Curricular, please be aware that charges are provided on a user-pays system to enable us to enhance and broaden student experiences. 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 makes a huge difference to our school and the programs we can offer.

As can be seen over the last few years, we have invested heavily in our college facilities, and in our staff and students. We continue to do this as we truly believe our students deserve the best possible opportunity to thrive and pursue their wide range of passions in state-of-the-art facilities as they move through our college and onto the next chapter of their lives.

We have also invested heavily in extra-curricular activities and wellbeing programs, as we know the importance of supporting students with their physical and mental health. Even though the categories of Curriculum Contributions and Other Contributions are voluntary, any extra funding we receive enables us to provide the best possible opportunities for our students. Somerville Secondary College is an inclusive school where every child is supported and provided for. Your support has allowed us to create this environment in our college and the resources required.

As we head into the future, we will continue to build our state-of-the-art educational program and the resources required to operate at this level. Your continued support will allow us to provide the latest programs and equipment as we move forward.

#### **FINANCIAL SUPPORT FOR FAMILIES:**

The School Saving Bonus was announced as part of the Victorian Budget 2024/25. We are sharing more information about how families will be able to access and use this support.

#### **School Saving Bonus**

**This one-off support of \$400 will be available to parents and carers of every child enrolled in a Victorian government school in 2025. This one-off support payment can be used to cover education-related costs, such as uniforms, textbooks and school activities.**

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

- The Camps, Sports and Excursions Fund (CSEF).
- State Schools Relief.
- Payment plans for Extra-Curricular Items and Activities.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Lisa Jansens, Business Manager, 03 5973 1000.

For further information on the Department's Parent Payments Policy please refer to the Department of Education (DET) parent payments one-page overview, included in this booklet.

Yours faithfully,



SARAH BURNS  
College Principal



JENNIFER BALLANTYNE  
College Council President

# CURRICULUM CONTRIBUTIONS

Curriculum contributions will be based on course selections

Subject/Elective		Curriculum Contribution	Extra-curricular Items (User Pays)	Total Curriculum & Extra-Curricular Contribution
<b>Business Management Units 1 &amp; 2</b>	Basic class materials to run the program. (\$10), White, exam, butcher, and various coloured poster paper for activities, Additional post-it notes and index cards, as needed, Area of Study Booklets x 4 - (\$8)	\$18.00	\$0.00	\$18.00
<b>Business Management Units 3 &amp; 4</b>	Basic class materials to run the program. (\$10), white, exam, butcher, and various coloured poster paper for activities, Additional post-it notes and index cards, as needed. Area of Study Booklets x 4 - (\$8)	\$18.00	\$0.00	\$18.00
<b>Legal Studies Units 1 &amp; 2</b>	Basic class materials to run the program. (\$10)-White, exam, butcher, white, and coloured poster paper for activities , Additional post-it notes if needed Booklets x 4 (\$8)	\$18.00	\$0.00	\$18.00
<b>Legal Studies Units 3 &amp; 4</b>	Basic class materials to run the program. (\$10), White, exam, butcher, white, and coloured poster paper for activities, Additional post-it notes if needed Booklets x 4 (\$8)	\$15.00	\$0.00	\$15.00
<b>VCE Systems Engineering Unit 1 &amp; 2</b>	copying (\$5), Repair to equipment (\$5), CAD software (\$5), Cleaning equipment and products (\$2), Design equipment and resources (\$5) and •Resources including various materials for manufacturing and prototyping. In addition, this will also include mechanical and electronic components. Students will use these materials and components to create mechanical and electronic systems. Cost per unit \$140. Total Cost \$280. The mechanical and electronic systems will be bought home throughout the course.	\$22.00	\$280.00	\$302.00
<b>Product Design &amp; Tech Unit 1 &amp; 2</b>	Basic class materials for the theoretical aspects of the course. (\$20) CAD software and CAM hardware provision for the theoretical aspects of the course (\$2) Workshop and Computer Aided Manufacturing materials including acrylics, timbers and prototyping materials. Students will use these to manufacture products. These will products will be brought home throughout the course (\$110 per unit = total \$220)	\$22.00	\$220.00	\$242.00
<b>Product Design &amp; Tech Units 3 &amp; 4</b>	Basic class materials for the theoretical aspects of the course. (\$20) CAD software and CAM hardware provision for the theoretical aspects of the course (\$2) Workshop and Computer Aided Manufacturing materials including acrylics, timbers and prototyping materials. Students will use these to manufacture products. These will products will be brought home throughout the course (\$110 per unit = total \$220)	\$22.00	\$220.00	\$242.00
<b>Music VCE Units 1 - 4</b>	General-use consumables incl. guitar strings, reeds, maintenance, etc. (\$10)	\$10.00	\$0.00	\$10.00
<b>Music Contemporary Performance Units 3 &amp; 4</b>	General-use consumables incl. guitar strings, reeds, maintenance, etc. (\$10)	\$10.00	\$0.00	\$10.00

<b>English Units 1 &amp; 2</b>	Basic class materials to run the program. (\$25) - White, exam, butcher and coloured poster paper for activities and booklets	\$25.00	\$0.00	\$25.00
<b>English Units 3 &amp; 4</b>	Basic class materials to run the program. (\$25) - White, exam, butcher and coloured poster paper for activities and booklets	\$25.00	\$0.00	\$25.00
<b>Health &amp; HD Units 1 &amp; 2</b>	Printing and Class stationary- pens/pencils/poster paper (\$10)	\$10.00	\$0.00	\$10.00
<b>Health &amp; HD Units 3 &amp; 4</b>	Printing and Class stationary- pens/pencils/poster paper (\$10)	\$10.00	\$0.00	\$10.00
<b>Physical Education Units 1 &amp; 2</b>	Printing and Class stationary- pens/pencils/poster paper (\$10)	\$10.00	\$0.00	\$10.00
<b>Physical Education Units 3 &amp; 4</b>	Printing and Class stationary- pens/pencils/poster paper (\$10)	\$10.00	\$0.00	\$10.00
<b>General Maths Units 1 &amp; 2</b>	Materials required for learning activities: (\$10) - Coloured papers (A4 and A3) - Poster papers - Graph papers - post-it notes for collaborative work	\$10.00	\$0.00	\$10.00
<b>Further Maths Units 3 &amp; 4</b>	Materials required for learning activities: - Coloured papers (A4 and A3) - Poster papers - Graph papers - post-it notes for collaborative work	\$10.00	\$0.00	\$10.00
<b>Maths Methods Units 1 &amp; 2</b>	Materials required for learning activities: - Coloured papers (A4 and A3) - Poster papers - Graph papers - post-it notes for collaborative work	\$10.00	\$0.00	\$10.00
<b>Maths Methods Units 3 &amp; 4</b>	Materials required for learning activities: - Coloured papers (A4 and A3) - Poster papers - Graph papers - post-it notes for collaborative work	\$10.00	\$0.00	\$10.00
<b>Physics Units 3 &amp; 4</b>	exam, butcher, white, and coloured poster paper for activities (\$5.00) Resources for experiments (\$25.00)	\$30.00	\$0.00	\$30.00
<b>Psychology Units 1 &amp; 2</b>	exam, butcher, white, and coloured poster paper for activities (\$5.00) Resources for sensory experiments (\$20.00)	\$30.00	\$0.00	\$30.00
<b>Psychology Units 3 &amp; 4</b>	Class materials: Various papers (eg. A4 coloured and Poster paper) and learning materials to complete learning activities.(\$10) Practical materials: Materials to complete sensory activities. (\$20)	\$30.00	\$0.00	\$30.00
<b>Biology Units 1 &amp; 2</b>	Class materials: Supplies required for learning activities (Eg Poster Paper,coloured paper)(\$5) Practical Activities: Chemicals and materials to conduct practical learning tasks. (\$45)	\$50.00	\$0.00	\$50.00
<b>Biology Units 3 &amp; 4</b>	Class materials: Supplies required for learning activities (Eg Poster Paper, coloured paper) (\$5) Practical Activities: Chemicals and materials to conduct practical learning tasks. (\$45)	\$50.00	\$0.00	\$50.00

<b>Chemistry Units 1 &amp; 2</b>	Class materials: Supplies required for learning activities (Eg Presentation Paper) (\$5) Practical Activities: Chemicals and materials to conduct practical learning tasks. (45)	\$50.00	\$0.00	\$50.00
<b>Chemistry Units 3 &amp; 4</b>	Class materials: Supplies required for learning activities (Eg Presentation Paper) (\$5) Practical Activities: Chemicals and materials to conduct practical learning tasks. (\$45)	\$50.00	\$0.00	\$50.00
<b>Art making and Exhibiting Units 1 &amp; 2</b>	Photocopying of work booklets (not general copying) (\$30), Basic materials or instructions to make item Items for teacher instruction to make the lessons run. Materials for making products that will be taken home. (\$80), Breakdown of basic materials -Paper, Cardboard and Canvas, Digital printing of final designs	\$30.00	\$80.00	\$110.00
<b>Art making and Exhibiting Units 3 &amp; 4</b>	Photocopying of work booklets (not general copying. (\$30). Materials for making products that will be taken home.(\$80), Breakdown of basic materials. Paper, Cardboard and Canvas, Digital printing of final designs	\$30.00	\$80.00	\$110.00
<b>Food Studies Unit 1 &amp; 2</b>	Ingredients for demonstrations, Recipe cards, poster paper, Printing , Food science consumables e.g. pH paper/ universal indicator, ballons, Materials for planting activities related to the content in Unit 1 outcome 1 and 2 (\$15), Ingredients for weekly cooking classes making a variety of dishes using a variety of complex processes Food for other practical activities including sensory analysis, product analysis, scientific experiments as required in the VCE study. (\$160)	\$15.00	\$160.00	\$175.00
<b>Food Studies Unit 3 &amp; 4</b>	Ingredients for demonstrations, Recipe cards, poster paper, Printing Food science consumables e.g. pH paper/ universal indicator, ballons Materials for planting activities related to the content in Unit 1 outcome 1 and 2 (\$15) Ingredients for weekly cooking classes making a variety of dishes using a variety of complex processe Food for other practical activities including sensory analysis, product analysis, scientific experiments as required in the VCE study. (\$160)	\$20.00	\$160.00	\$180.00
<b>Vocational Major - Literacy Unit 1&amp;2</b>	Paper (\$10)	\$10.00	\$0.00	\$10.00
<b>Vocational Major - Numeracy Unit 1&amp; 2</b>	Paper (\$10)Cooking Ingredients (\$50)	\$10.00	\$50.00	\$60.00
<b>Vocational Major - PDS Unit 1&amp;2</b>	Paper and copying (\$15)	\$10.00		\$10.00
<b>Vocational Major - WRS Unit 1 &amp; 2</b>	Paper (\$10) Short Courses: Food Handlers (85)	\$10.00	\$85.00	\$95.00
<b>Vocational Major - Literacy Unit 3&amp; 4</b>	Paper (\$10)	\$10.00	\$0.00	\$10.00
<b>Vocational Major - Numeracy Unit 3 &amp; 4</b>	Paper (\$10)Cooking Ingredients (\$50)	\$10.00	\$50.00	\$60.00
<b>Vocational Major - PDS Unit 3 &amp; 4</b>	Paper and copying (\$15)	\$15.00	\$0.00	\$15.00
<b>Vocational Major - WRS Unit 3 &amp; 4</b>	paper (\$10) and Short Course: RSA (\$100)	\$10.00	\$100.00	\$110.00

<b>OTHER CONTRIBUTIONS (Non-Curriculum Items AND Activities)</b>		<b>Total Other Contributions</b>
<b>Sporting Opportunities</b> <ul style="list-style-type: none"> <li>All students are encouraged to attend our sporting opportunities as a participant or to support their house. Novelty events are included as an option for participation.</li> <li>Whole school event refreshments</li> </ul> <i>*CSEF may contribute to these activities</i>	\$40.00*	\$40.00
<b>School Sport Victoria</b> <ul style="list-style-type: none"> <li>Affiliation, transport to inter-school competitions, entry costs, provision of college representative sports uniforms.</li> </ul> <i>*CSEF may contribute to some of these activities</i>	\$20.00*	\$20.00
<b>Online Subscriptions</b> <ul style="list-style-type: none"> <li>Compass Access (\$15), Library Systems (\$5), IT Security &amp; Support (\$80).</li> </ul>	\$100.00	\$100.00
<b>Compass Student ID Card</b> <ul style="list-style-type: none"> <li>Compass / PTV Student ID Card</li> </ul>	\$5.00	\$5.00
<ul style="list-style-type: none"> <li>Printing and photocopying of worksheets and learning materials.</li> </ul>	\$50.00	\$50.00
<b>Somerville Curriculum Enhancement</b> <ul style="list-style-type: none"> <li>Supports the College purchasing equipment &amp; items that enhance the programs offered at the college.</li> </ul>	\$120.00	\$120.00
<b>First Aid Equipment</b>	\$20.00	\$20.00
<b>Enhanced Wellbeing Support</b>	\$20.00	\$20.00
<b>State School Relief</b>	\$20.00	\$20.00
<b>Library Fund</b> <ul style="list-style-type: none"> <li>Contribution to support book purchases &amp; other equipment that sustain the library as a valuable resource.</li> </ul>	\$20.00	\$20.00
<b>Building and Grounds Fund</b> <ul style="list-style-type: none"> <li>Contribution to support renovations, upgrades, and maintenance of school infrastructure.</li> </ul>	\$40.00	\$40.00
<b>Total Other Contributions</b>		<b>\$455.00</b>

## Excursions/Incursions and Camps will be charged on Compass Pay “as you go” through the year

### Indicative Costs for camps, excursions and Incursions.

- Charged during the year via Compass Pay/Events. - (Note: the costs for these camps, excursions and incursions are additional to curriculum contributions above.)
- CSEF may contribute to some of these activities - if your child has a CSEF credit balance, the cost of CSEF applicable events/activities will be adjusted accordingly.

***If your child has a CSEF credit balance the cost of your child’s events will be reduced accordingly. When you consent to this event you are consenting to the application of your child’s CSEF as payment for this event.***

## BOOKLIST – CAMPION BOOKS

- Families will be provided with a separate booklist which outlines the stationery, art supplies and books that students will need for the start of the year.
- Families will be notified via Compass post on the 19 September 2024 with details on how to order via Campion
- There is no obligation for families to purchase these items from Campion. You may source the stationery from any store as well as purchase novels second hand via the sustainable school shop if other families are selling

## SUSTAINABLE SCHOOL SHOP – 2<sup>ND</sup> HAND ITEMS

We are delighted to inform you of the school's new initiative to provide parents with the ability to trade these second-hand items via the Sustainable School Shop website. [www.sustainableschoolshop.com.au](http://www.sustainableschoolshop.com.au)  
Results from other schools have been excellent - families have enjoyed a very comprehensive and convenient method of buying and selling second-hand items.

For the best results:

- Register on the Sustainable School Shop website and nominate the school
- A subscription to the service will be provided to you
- List your items for sale
- List wanted ads for those items you are looking to buy
- The school's uniform and book lists are loaded into the system to make listing ads easy
- The system matches the ads of buyers with sellers and notifies the buyer via email
- Buyers contact sellers and arrange where and when to trade
- Most trading will occur with other parents from our school
- Parents are well supported via Sustainable School Shop's telephone (0438 743 444) and email help line
- The system is simple and easy to use - If you don't have a computer, internet access or an email address, please call the Sustainable School Shop for assistance
- You can pre-arrange the transaction and then trade after the texts are not required.

**The college is providing this service so there is no cost for families. Each family that registers on the Sustainable School Shop will be provided a subscription to the service.**

## REFUND POLICY

- Parent requests for refunds are subject to the discretion of the school and made on 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. This applies in all circumstances including illness with a medical certificate.
- Any refund requests must be made in writing.
- Advice regarding refunds will be provided once all supplies have been paid and reconciliations have been completed. Please note that this could take approximately 30 days.
- The Refund Policy was endorsed by school council in February 2024.

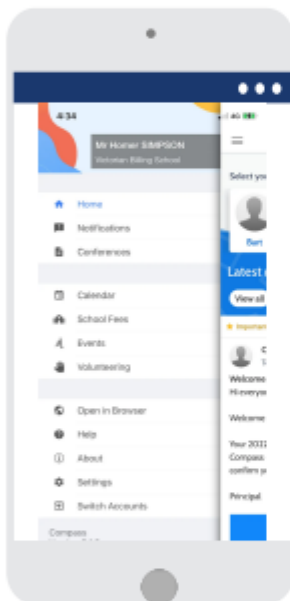
# A Parent's Guide to Billing

A step by step guide to take you through paying your school contributions through the Compass App or Browser.



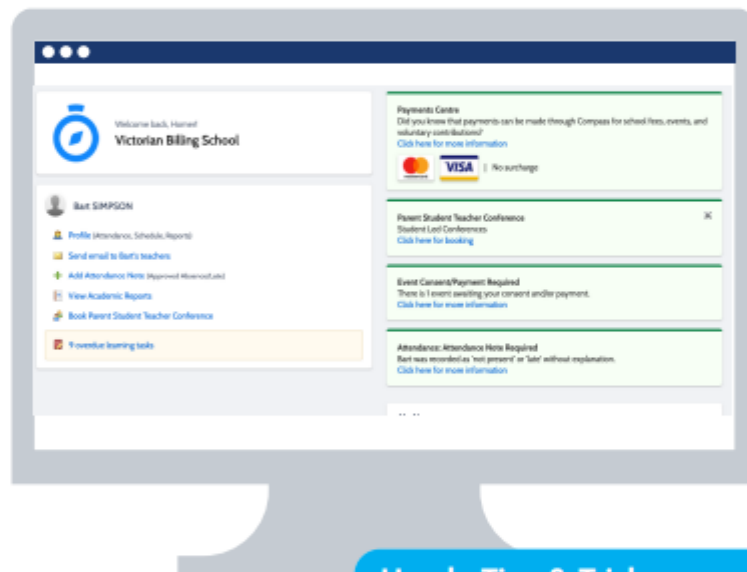
## Compass App

- ✓ Click the 'Payment Centre' Banner on your Home Page & select School Fees



## Web Browser

- ✓ Select 'School Fees' from the 3 Bars / Side Menu



### Goodbye cash handling!

The Compass Payments Centre allows you to pay anytime, anywhere - reducing foot traffic and contact in the school office.



### Handy Tips & Tricks

- ✓ You can access your payment history via Cog icon > My Payments.
- ✓ All transactions will send a receipt to your email.
- ✓ Access your Events & School contributions all in the one place.
- ✓ Chip away at your fees, whenever suits you.
- ✓ Choose from a number of instalment options



# A Parent's Guide to Billing

## Complete your Contributions

Each contribution/payment will detail whether this is a standard or donation fee, and can be adjusted, to chip away at each amount.

You'll always be able to access Payments Centre, so you can come in and pay again at any time, anywhere.



**SCHOOL FEE**  
2022 School Payments

**Our Fees and Taxes**  
High School's goal is for a range of voluntary contributions and on-site programs to support access to school. With the assistance of Government, regional and other external funding, we strive to support the needs of our students' programs. All schools use donated resources and make a significant investment in our curriculum programs, school systems and services, mainly toward facilities, curriculum and personnel. We are grateful for the support of the school's volunteering program, donations and the purchase of additional equipment.

**Parent Payment Policy**  
The Department of Education and Training (DET)'s Parent Payment Policy provides advice on the different types of payments that schools may request from parents and outlines the conditions and procedures to apply when schools request payment. The high school request to participate in the program is a voluntary parent payment arrangement that is consistent with the Department's policy. The DET policy is available at: <https://www.education.gov.au/parent-payment-policy> or visit us on our website to request a copy of the policy.

**Parent Help and Support**  
High School will offer a range of support services and will assist in identifying financial hardship and will assist to make the parent payment. We will also provide a range of support services to help with the school program. The school will also provide support services to help with the school program. We will also provide a range of support services to help with the school program. We will also provide a range of support services to help with the school program.

**Parent Confirmation**  
We will provide and assist in a written agreement through the school website managed by Money. We will also provide and assist in a written agreement through the school website managed by Money. We will also provide and assist in a written agreement through the school website managed by Money.

Item	Amount	Total
Textbook/Activity Fee (2022)	\$ 100	\$100.00
Textbook Fee (2022)	\$ 100	\$100.00
Library Donation (2022)	\$ 200	\$200.00
Building Donation (2022)	\$ 100	\$100.00
Food Technology Donation (2022)	\$ 80	\$80.00
Building Fund Donation (2022)	\$ 190	\$190.00

**2022 School Payments**

**Course Confirmation**

We ask parents and carers to confirm enrolment through the course confirmation process by Monday 16 November 2022 via this online portal.

The Principal and the Business Manager are available if you wish to discuss any matters concerning payment. The High School Council relies upon and thanks you for your continued support.

Yours sincerely,  
Principal

Curriculum Costs	Amount (AUD)	500
Library Donation	Amount (AUD)	200
Building Donation	Amount (AUD)	100
Food Technology Donation	Amount (AUD)	80
Building Fund Donation	Amount (AUD)	190

## Choose your Payment Method & process payment

Once you're happy with the amount chosen, you can choose to pay in full or via instalments.

You'll see the instalment options set up by the school - with the relevant dates and charges. This will direct debit your card on those given dates.

**Payment Method**

New credit card

Card number: [masked]

Expiry: [masked]

Payment

Total of all charges (inclusive of discounts): \$1,480.00  
 Less amount already paid: -\$100.00  
**Balance: \$1,480.00**  
**Amount to pay: \$320.00**

Pay in full now  
 Pay in instalments

Four Payments

Your card will be billed on these dates:

Due on 15 November 2021	\$80.00
Due on 15 December 2021	\$80.00
Due on 15 January 2022	\$80.00
Due on 15 February 2022	\$80.00

We use CompassPay.com as our payment processing gateway. In using the internet ("CompassPay.com") to make payments, you agree that your credit card will be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the "Total Due" or amount included to the right. Refunds for cancelled online orders will be made to your CompassPay.com account regardless of original method of payment. This payment and use of this website is in accordance with the Compass School Manager terms and conditions of use available at <https://compasspay.com.au/privacy>.

**Confirm and Pay**

Payment

Total of all charges: \$1,000.00  
 Less amount already paid: -\$100.00  
**Balance: \$500.00**  
**Amount due: \$1,870.00**

Pay in instalments

Four Payments

Your card will be billed on these dates:

Mon, 15 Nov 2021	\$287.50
Wed, 15 Dec 2021	\$287.50
Sat, 15 Jan 2022	\$287.50
Tue, 15 Feb 2022	\$287.50

We use CompassPay.com as our payment processing gateway. In using the internet ("CompassPay.com") to make payments, you agree that your credit card will be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the "Total Due" or amount included to the right. Refunds for cancelled online orders will be made to your CompassPay.com account regardless of original method of payment. This payment and use of this website is in accordance with the Compass School Manager terms and conditions of use available at <https://compasspay.com.au/privacy>.



# 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).



### OFFERING CAMPS AND EXCURSIONS ON A USER-PAYS BASIS

- Schools can invite parents to purchase camps or excursions on a user-pays basis if:
  - it is not required for students to meet Curriculum outcomes in the Victorian Curriculum F-10, VCE or VCAL, or
  - there is a free alternative activity provided to meet Curriculum outcomes.
- Camps or excursions provided on a user-pays basis can still be linked to curriculum-based learning but must be categorised in Extra-Curricular Items and Activities.
- Schools can ask parents to pay for the costs of a user-pays camp or excursion, including transport, food, entry, accommodation (for students and teachers), and supporting casual relief teachers (both on and off the school premises).
- Schools cannot ask parents to pay for the salaries of Department teaching staff attending a camp or excursion provided on a user-pays basis.
- Schools can invoice families for camps and excursions provided on a user-pays basis.
- Schools should help families facing financial hardship to purchase these camps or excursions.