



23th November, 2022

Dear parent/guardian,

Ballarat Specialist School is looking forward to another great year of teaching and learning and would like to advise you of Ballarat Specialist School's voluntary financial contributions for 2023.

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 is 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 a wider offering of subjects and special curriculum experiences; enhanced digital learning opportunities; ability to support an extensive IST team of psychologist, physiotherapists and speech pathologists.

Ballarat Specialist School is endorsed as a Deductible Gift Recipient under the *Income Tax Assessment Act 1997 (Cth)* with the result that any donations made by you will be tax deductible. To be tax deductible, your donation needs to be made voluntarily. We have suggested an amount to be contributed under "Curriculum Contributions" and "Other Contributions" below, but please feel free to contribute an alternative amount. Amounts paid under "Extra-Curricular Items and Activities" are not donations and are not tax deductible.

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

Yours sincerely,

Sam Sheppard
Principal

Tania Flowers
School Council President

| Curriculum Contributions – suggested tax-deductible contributions for items and activities that students use, or participate in, to access the Curriculum | Amount |
|--|---------------|
| Classroom consumables, materials & equipment <ul style="list-style-type: none"> ● Stationery - pens, pencils, exercise books, folders, glue sticks ● Art – paint, crayons, canvas, glitter, coloured paper etc. ● Technology – gardening tool, plants etc. ● Food tech – food ingredients such as flour, butter etc. ● Mathematics – numeracy blocks ● Sports equipment ● Sensory items | \$20 |
| Online Subscriptions <ul style="list-style-type: none"> ● Boardmaker ● Reading eggs | \$10 |
| ICT Devices – provision of devices from the shared classroom sets | \$10 |
| Communication tools – PODD books, assistive technology devices, displays, visuals | \$5 |
| Printing and photocopying of worksheets and learning materials | \$5 |
| Total tax-deductible Curriculum Contributions | \$ |
| Primary Years P-6 Camps & Excursions - Refer page 5 | \$ |
| Middle Years 7-9 Camps & Excursions - Refer page 6 | |
| Senior Years 10-12 Camps & Excursions - Refer page 7 | |
| Total tax-deductible Curriculum Contributions - Camps & Excursions | \$ |
| Other Contributions – suggested tax-deductible contributions for non-curriculum items and activities | Amount |
| School Sports Victoria affiliation | \$10 |
| Sovereign Hill affiliation | \$2 |
| Student wellbeing programs | \$10 |
| First aid and hygiene equipment | \$8 |
| Total tax-deductible Other Contributions | \$ |

Extra-Curricular Items and Activities – provided on a user-pays basis

Ballarat Specialist School offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum.

The cost of extra-curricular items and activities will be advised throughout the year.

| Extra-Curricular Items and Activities | Amount |
|---|-----------|
| Year 6 Commemorative Top | TBA |
| Year 9 Commemorative Top | TBA |
| Deb Ball/Formal - Senior Students ONLY (alternate each year) | TBA |
| School Photos | TBA |
| Years 10-12 Compass ID Card (School ID cards will be supplied for free, ask at reception) | TBA |
| Year 12 Graduation Ceremony | TBA |
| Year 12 Graduation Bear and Frame | TBA |
| Year 12 Commemorative Top | TBA |
| Total Extra-curricular Items and Activities | \$ |

Financial Support for Families

Ballarat Specialist School 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 (SSR)

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

Deborah Forte

Ph: 03 5334 1302 | Email: deborah.forte@education.vic.gov.au

Total

| Category | Total recommended amount | Total payment |
|---|--------------------------|---------------|
| Student Name: | | |
| Total tax-deductible curriculum contributions | \$50 | \$ |
| Total tax-deductible camps & excursions (dependant on year) | Refer Page 5,6 or 7 | \$ |
| Total tax-deductible other contributions | \$30 | \$ |
| Total Extra-curricular Items and Activities | Specific to year level | \$ |
| Total | | \$ |

Payment methods

Via QKR

Via Administration office – EFTPOS or Cash. Payments can be made over the phone on 5334 1302.

I would like to contribute my CSEF to any camp or excursions my child attends

I would like to leave my Conveyance Allowance at the school for my child/children
as a contribution towards privately procured transport services to and from school only

Parent/Guardian Name : _____

Parent/Guardian Signature: _____

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 Payments Policy and Guidance, Financial Help for Families Policy and any other relevant information.

Primary – Prep to Year 6 Camps & Excursions

Camp & Excursion Contributions – suggested tax-deductible contributions for items and activities that students participate in, to access the Curriculum

| | | | |
|------------------------------------|--------------|---|--------------|
| Prep | Amount | Year 1 | Amount |
| Bacchus Marsh Inclusive Playground | \$35 | Geelong Inclusive Playground | \$50 |
| Christmas lunch @ FARM | \$16 | Christmas lunch @ FARM | \$16 |
| Cinema excursion | \$28 | Cinema excursion | \$28 |
| Total | \$79 | Total | \$94 |
| Year 2 | Amount | Year 3 | Amount |
| Werribee Zoo | \$50 | Melbourne Aquarium | \$55 |
| Christmas lunch @ FARM | \$16 | Christmas lunch @ FARM | \$16 |
| Cinema excursion | \$28 | Cinema excursion | \$28 |
| Total | \$94 | Total | \$99 |
| Year 4 | Amount | Year 5 | Amount |
| Sovereign Hill | \$25 | Pax Hill Scout Camp - Overnight | \$65 |
| Christmas lunch @ FARM | \$16 | Christmas lunch @ FARM | \$16 |
| Cinema excursion | \$28 | Cinema excursion | \$28 |
| Total | \$69 | Total | \$109 |
| Year 6 | Amount | Please Note: | |
| Pax Hill Scout Camp - Overnight | \$70 | Planning for these excursions begins in Term 3 with the aim of occurring during Term 4. | |
| Christmas lunch @ FARM | \$16 | | |
| Cinema excursion | \$28 | | |
| Total | \$114 | | |

The Primary School has a focus on guiding students to understand the world outside of school. This includes knowing what attractions are in their local town as well as visiting attractions within close proximity to Ballarat. To link these excursions to the curriculum, students focus on content that is relevant to the excursion they will participate in, allowing for connections to be made between the curriculum, classroom work, and real life experiences.

As students progress through Primary School, they participate in a variety of excursions that provide them with more opportunities to develop their independence, culminating in an overnight camp within Ballarat and its surroundings.

Your contribution towards these activities helps us to ensure they are engaging and enjoyable for all students

Middle - Years 7 to 9 Camps & Excursions

Camp & Excursion Contributions – suggested tax-deductible contributions for items and activities that students participate in, to access the Curriculum

| Year 7 | | Amount | Year 8 | | Amount |
|------------------------------------|--|--------------|-------------------------------------|--|--------------|
| Creswick Log Cabin Camp- Overnight | | \$180 | Eureka Skydeck- Melbourne Excursion | | \$50 |
| Christmas lunch @ FARM | | \$16 | Christmas lunch @ FARM | | \$16 |
| Cinema excursion | | \$28 | Year Level Activity | | \$35 |
| | | | Spark of Hope Program | | \$100 |
| Total | | \$224 | Total | | \$201 |
| Year 9 | | Amount | | | |
| Cave Hill Creek Camp- Overnight | | \$150 | | | |
| Geelong Leisure Link Excursion | | \$59 | | | |
| Christmas lunch @ FARM | | \$16 | | | |
| Total | | \$225 | | | |

The Middle School seeks to provide students with exhilarating activities where lifelong friendships and memories can be forged outside the classroom. Each excursion offers the students the chance to practice life skills, improve cooperation and teamwork, resilience, self-belief and a sense of belonging.

Students will engage in learning experiences that create a link between the content and the excursion that will take place, making meaningful connections between classroom-based learning and the outside world.

Your contributions will support these activities and ensure that every student can fully enjoy their experience in Middle School.

Senior - Years 10 to 12 Camps & Excursions

Camp & Excursion Contributions – suggested tax-deductible contributions for items and activities that students participate in, to access the Curriculum

| Victorian Curriculum | | Amount | Victorian Pathways Certificate | | Amount |
|---------------------------|--------------|--------------|---------------------------------|--|--------------|
| Day Experience | | \$50 | Camp - Year 10 Overnight OR | | \$150 |
| Community Access | | \$100 | Camp - Year 11 Overnight OR | | \$180 |
| Christmas Lunch | | \$19 | Camp - Year 12 Two Nights | | \$220 |
| End of Term Celebrations | | \$20 | Community Engagement Activities | | \$50 |
| | Total | \$189 | Christmas Lunch | | \$19 |
| | | | Year 10 Total | | \$219 |
| | | | Year 11 Total | | \$249 |
| | | | Year 12 Total | | \$289 |
| VET | | Amount | | | |
| Camp | | TBC* | | | |
| Excursion | | TBC* | | | |
| | Total | TBC* | | | |
| *Dependent on DET funding | | | | | |

PLEASE NOTE:

- **Students with High Support Needs in the Senior School access the Victorian Curriculum and VET.**
- **All other students undertake the Victorian Pathways Certificate and VET.**

The Senior School focus on preparing students for life after school. As part of a community engagement program students participate in a range of activities in the local community that promote student engagement with school and build positive relations with local organisations.

Camps are organised and facilitated in order to ensure all students are able to participate in the experience with their peers in a way that caters for their needs. Whilst camps have an overnight aspect, there is always the opportunity for students to participate for the day only (this usually aligns with usual school hours). During these activities students are provided with opportunities to practise life skills in a supportive environment, including but not limited to maintaining personal hygiene, budgeting and traveling safely. Students will develop their interpersonal skills through associating and spending time with their peers.

All students in the Senior School participate in a VET course – this can either be as an enrolled student or a student who is going along for the journey. Camps and excursions vary according to the specific course, the course each child participates in is confirmed in Term 1.

As a mini-school, students participate in an end of year lunch together. This 'Christmas Lunch' occurs during the final week of November where the students enjoy a hot lunch and celebrate the learning that has taken place throughout the year.

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.