

# BOX HILL HIGH SCHOOL

## PARENT CONTRIBUTIONS YEAR 8 2022



Dear Parent/Guardian,

We are looking forward to another great year of teaching and learning and would like to advise you of Box Hill High School's voluntary financial contributions for 2022.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary.

However, whilst the contributions are voluntary, the ongoing financial support of all our families ensures that Box Hill High School can offer the best quality of educational programs to all our students. We want to thank you in advance for your support, as this will make a huge difference to the program's we can offer in 2022.

Within our school in previous years, parent contributions have allowed us to:

- Purchase high quality curriculum materials for students to use in all subjects and electives
- Provide special curriculum experiences for our students across all year levels
- New upgrade to the science prep room
- Enhanced library resources
- Faster Wi-Fi and internet
- Upgrade or replace AV equipment in classrooms
- Install air-conditioners to some classrooms

Please find below Box Hill High Schools voluntary financial contributions schedule for 2022, which includes an overview of what your funds will be used towards.

Department of Education guidelines now mandate that schools are UNABLE to provide parents with a statement of fees. With this in mind, parents are asked to please review the recommended voluntary financial contributions schedule below for an indication of contributions for your child/ren.

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

Yours sincerely,

Losh Pillay  
Principal

Kim Huett  
School Council President



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### Extra-Curricular Items and Activities

Box Hill High School offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis. Given the many unknown factors as a result of Covid restrictions, we will book events as more information becomes available. Parents will receive information and details of these costs as events are planned and finalised through the year.

Extra-Curricular Items and Activities	Amount	Purchase (Please tick)
<i>School magazine/ yearbook</i>	\$TBA	
<i>Optional school camps</i>	\$TBA	
<i>Optional Interschool Sports, cross country, and athletics</i>	\$TBA	
<i>Other optional incursions and excursions to be scheduled</i>	\$TBA	
<b>Total Extra-curricular Items and Activities</b>		<b>\$</b>

### Total

Category	
Curriculum Contributions	\$
Other Contributions	\$
Extra-Curricular Items and Activities <i>(These are provided on a User-Pay basis and will be scheduled as an event accordingly)</i>	\$TBA

### Educational items for students to own

Please see the school website for a list of items that the school recommends you purchase from Champion (Aust.) Pty Ltd for your child to individually own and use.

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- State Schools' Relief provides financial support for eligible families to purchase clothing/uniforms at a reduced rate

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For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Theresa Jarvis, Business Manager on 03 9877 1177, or email [box.hill.hs@education.vic.gov.au](mailto:box.hill.hs@education.vic.gov.au)

### Payment methods

Parent contributions towards the requested payments is essential to maintain the quality of education that we provide at Box Hill High School. Parents are strongly urged to contribute to these funds and can be paid via:

- Compass Parent Portal – Preferred Method
- EFTPOS – Either call 03 9830 5099 or in person at the general office.
- Cash – In person at the general office
- BPAY – please refer to letter containing your families unique BPAY reference or contact the office

To access the Compass Portal

- Enter the following URL into the address line in your web browser. NB: Compass works best with Google Chrome. You can also access Compass via the Box Hill High School website homepage.  
<https://boxhillhs-vic.compass.education/login.aspx>
- Login to the Compass Portal using your **unique Parent Compass ID and your Password**.
- In the Compass Portal, click on the Organisation Tab/Student Management/**Course Confirmation Payments**. Click on the hyperlinked line to process your payment.
- Follow the Compass instructions and input your credit card details. You can choose to either **“Pay in full”** or **“Pay by Instalments”**.
- If you choose to **pay by instalments**, then the instalments will be automatically processed on the following dates.
  - Instalment 1      27 January 2022
  - Instalment 2      3 March 2022
  - Instalment 3      1 April 2022

If you choose to **pay in full**, then the full amount will be deducted on the **same day** that you process your payment on Compass. If you need to change your Credit Card details on an instalment payment plan set up via Compass, you will need to contact the General Office to make these changes for you.

### Refunds

Parent requests for a refund in the event of an extra-curricular activity being cancelled are subject to the discretion of the school and made on a case-by-case basis. Refunds will be considered under the following conditions:

- Cancelled due to unforeseen circumstances
- In the event of serious illness or accident

Our arrangements with third-party providers are subject to conditions and will be assessed 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.