

## 2025 Parent Payment Arrangements

### Grade 1 and Grade 2

Friday, 08 November 2024

Dear Grade 1/2 Parents and Guardians,

Caulfield Junior College is eagerly anticipating the arrival of the 2025 school year and remains dedicated to delivering high-quality education to its students. To ensure clarity regarding the concept of voluntary financial contributions (Whole School Parent Contributions) in schools, we'd like to provide some essential information.

Whole School Parent Contributions are optional monetary contributions that parents and community members can make to the school. While these contributions are not compulsory, they are strongly encouraged and greatly appreciated for their role in enriching our students' educational experiences and enhancing school resources.

The Whole School Parent Contributions are crucial to our ability to offer enhanced educational programs, support services, and initiatives that go beyond the standard curriculum, significantly impacting the quality of education and opportunity we provide.

We sincerely appreciate the ongoing support from our parents and the broader community. Whether through financial contributions, fundraising efforts, or volunteering your time and expertise, your support makes a substantial difference in the opportunities we can offer our students.

For the 2025 academic year, Caulfield Junior College has ambitious plans, including new programs and initiatives designed to enrich the educational experience. Your Whole School Parent Contributions play a critical role in making these plans a reality, allowing us to invest in areas such as literacy, numeracy, and an enhanced Information and Digital Technologies program. By contributing voluntarily, you directly support the success of these initiatives and the overall development of our school.

In summary, Whole School Parent Contributions enable parents and the community to actively shape the educational environment at Caulfield Junior College. We value your support, which allows us to provide the highest quality education to our students and create a more enriching experience for our entire school community. We extend our heartfelt thanks for your ongoing support.

**To make this process as convenient as possible, please complete your contributions online via COMPASS by January 31st, 2025.**

We recognise that some families may face financial difficulties, and we want to offer our support. We provide a range of options, including personalised payment plans, to accommodate your unique circumstances and ensure all families have access to quality education. If you would benefit from a payment plan or have specific financial concerns, please do not hesitate to reach out to us. We are here to help and will work with you to arrange a plan tailored to your needs.

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

Yours sincerely,

Chris Chant  
Principal

Joseph Chang  
School Council President

Marc Warshall  
School Council Treasurer

## Parent Payment Arrangements 2025

### Grade 1/2

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<b>Whole School Parent Contributions – issued to all students</b>	
<p><b>Student Stationery - NEW</b></p> <p>As previously advised in the newsletter (25/10/2024) Student Stationery has been incorporated into the <b>Whole School Parent Contributions</b> to negate the need for families to have to order/shop/ provide the stationery at the beginning of the year. This will have several positive impacts for all families and specifically classroom management.</p> <ul style="list-style-type: none"> <li>Families will not be left with excess quantities of stationery at the end of the year</li> <li>All students will have the correct tools in the correct quantities to commence learning from day one of the new year</li> <li>Teachers will not have the additional mental load of managing students who do not have the correct materials, or in some cases, no materials provided at all.</li> <li>Teaching will commence from day one term 1 2025</li> <li>Buying in bulk will deliver financial savings that we have passed on to families</li> <li>Families will not need to spend precious time in the summer holidays collating student stationery</li> </ul>	<b>\$66.10</b>
<p><b>Online subscriptions</b></p> <ul style="list-style-type: none"> <li>Mathletics</li> <li>Nessy (Literacy)</li> <li>Seasaw</li> <li>Compass reporting</li> </ul>	<b>\$67</b>
<p><b>Classroom consumables, materials &amp; equipment</b></p> <ul style="list-style-type: none"> <li>Art – paint, crayons, canvas, glitter, coloured paper</li> <li>Science/STEM</li> <li>DigiTech</li> <li>Mathematics</li> <li>English</li> <li>Sports</li> <li>Performing Arts</li> <li>Classroom Consumables</li> <li>LOTE Program</li> </ul>	<b>\$145</b>
<b>Printing Costs</b> - worksheets and learning materials	<b>\$35</b>
<p><b>ICT Program and Support</b></p> <p>Caulfield Junior College employs ICT support staff who play a crucial role in supporting various aspects of the school's ICT (Information and Communication Technology) requirements. These ICT support staff members have a significant impact on the school's technology infrastructure and the educational experiences of students and staff. Here's an overview of their key responsibilities:</p> <p><b>Supporting Students:</b> The ICT support staff assist students in navigating and using digital tools, devices, and software. They can provide guidance and troubleshooting support for students facing</p>	<b>\$50</b>

<p>technology-related challenges, ensuring that they can make the most of digital resources for their learning.</p> <p><b>Supporting Staff:</b> They also play a vital role in helping teachers and other staff members with their technology needs. This includes troubleshooting issues with computers, projectors, and other classroom technology, as well as providing training and assistance in using digital resources for teaching and administrative tasks.</p> <p><b>Maintaining ICT Infrastructure:</b> ICT support staff are responsible for the maintenance, upkeep, and security of the school's ICT infrastructure. This includes managing and maintaining computer systems, networks, servers, and other technology components to ensure they are reliable and secure.</p> <p><b>Supporting Digital Technologies Program:</b> Given their expertise in technology, these staff members are likely to be integral to the school's Digital Technologies program. They can help design, implement, and manage technology-focused curriculum and activities that enhance students' digital literacy and skills.</p> <p><b>Security and Data Management:</b> They may be responsible for maintaining the security and integrity of data and digital systems, ensuring the safety and privacy of student and staff information.</p> <p>Overall, the role of ICT support staff at CJC is essential in ensuring that technology is effectively integrated into the school's educational programs and daily operations. They play a key part in supporting the school's digital initiatives, helping both students and staff make the most of the available technology resources. Their expertise is valuable in maintaining a secure and efficient ICT environment that contributes to the school's educational goals.</p>	
<p><b>District Sports Affiliations</b> – Association fees for District Carnivals and Interschool Sports</p>	<p><b>\$0</b></p>
<p><b>Student Wellbeing</b></p> <p>In 2025, Caulfield Junior College continues to have a dedicated team of Student Wellbeing Support Staff available five days a week. The primary focus of this team is to ensure the well-being of our students, both individually and collectively, by coordinating multiple well-being programs throughout the school year. We believe that the well-being of our students is fundamental to their overall educational experience, and we are committed to providing the necessary support to help them thrive.</p> <p>The responsibilities of our Student Wellbeing Team include:</p> <p><b>Individual Student Wellbeing:</b> Our team is here to support the individual well-being of each student. They will provide a safe and welcoming space for students to share their concerns, seek guidance, or simply have a friendly and understanding adult to talk to.</p> <p><b>Coordination of Wellbeing Programs:</b> In addition to addressing individual needs, our team plays a crucial role in organising and overseeing various well-being programs across the school. These programs are designed to promote a positive and nurturing school environment, helping students develop essential life skills and resilience.</p> <p><b>Engagement of External Professionals:</b> When necessary, our Student Wellbeing Team may engage external professionals to provide specialised support for students. This ensures that students with diverse needs receive the best possible care and assistance.</p> <p>We would like to express our appreciation for the support and contributions made by our school community. Your support enables us to develop a deeper understanding of the diverse needs of our students and the most effective approaches to assist them and their families. It is through this collective effort that we can continue to enhance the well-being of our students and create a positive and inclusive learning environment.</p> <p>Current student well-being programs at Caulfield Junior College include:</p>	<p><b>\$35</b></p>

- Dogs Connect
- Peer Mediation
- Respectful Relationships Program
- School Wide Positive Behaviour Framework
- Peaceful Kids

These programs are vital in addressing the physical, emotional, and social well-being of our students, and they form an essential part of our commitment to nurturing the development of well-rounded and resilient individuals. We are excited about the opportunities that 2025 will bring and look forward to working together to support our students' well-being and growth.

**Total Curriculum Contributions**

**\$398.10**

**Other Contributions - for non-curriculum items and activities**

**Amount**

**Administration Contribution**

Caulfield Junior College places a strong emphasis on clear, concise, and timely communication with parents and the wider school community. We believe that well-informed parents and stakeholders contribute to the overall success of our educational programs and the safety of our students.

**Compass:** Compass serves as the cornerstone of our communication strategy. It enables us to provide real-time updates on day-to-day operations, upcoming student events, and crucial information related to emergency situations. This platform ensures that parents are informed promptly and effectively, facilitating a collaborative and responsive approach to school matters.

**Weekly Newsletter:** In addition to Compass, we offer a weekly newsletter. This newsletter serves as a valuable source of information, reaching a wider audience of families. It provides updates, highlights achievements, and shares important announcements, ensuring that our school community remains well-informed about key developments.

**School Website:** Our school website is a central repository of static data, encompassing promotional videos, school policies, and general information. It serves as an accessible resource for parents, students, and the broader community, offering a comprehensive source of information.

**LED Signage:** As part of our commitment to promoting Caulfield Junior College and the various groups and initiatives within our school, this sign serves as a dynamic and eye-catching means of communication, showcasing our school's activities, achievements, and events to the wider community.

It's important to note that all these communication streams require ongoing maintenance, updates, and additions to ensure the continuity of up-to-date information. Your contribution will be instrumental in supporting these communication tools and platforms, enabling Caulfield Junior College to maintain a high standard of communication and keep our school community well-informed and engaged. We appreciate your ongoing support in this endeavour and look forward to a productive and well-informed 2025.

Suggested  
Contribution  
\$50.00

**School Maintenance Contribution**

Caulfield Junior College has been able to make significant physical changes in 2024 with the assistance of the CJC Parents Committee. Collaborations between schools and parent committees often lead to positive enhancements in the learning environment. These physical changes can have a profound impact on the overall educational experience for students and the school community.

Suggested  
Contribution  
\$120.00

These changes may include improvements to infrastructure, classrooms, recreational areas, or other aspects of the school facilities. Such developments can contribute to a more welcoming, engaging, and efficient learning environment. Examples of recent works undertaken are:

- Installation of new internal doors of the SLC classrooms
- Creation of accessible access into all buildings
- Accessibility upgrade to toilets
- Upgrade to the PA and internal phone systems
- School signage
- Painting of SLC
- Stanley Street landscaping and new sandpit
- New Intervention room
- New classroom creation
- New carpet in Gr 3/4 rooms
- New whiteboards
- New shade sails

These changes also reflect evolving needs of the school and its students. CJC will continue to drive positive transformation in education and create a nurturing and inspiring environment for students to thrive.

We have exciting and promising plans for 2025 to continually improve the school environment and provide the best possible educational experience for students. Here's a brief overview of the planned enhancements:

**Junior Building Renovation:**

In collaboration with the Victorian School Building Authority (VSBA), we will be undertaking extensive renovation work in the Junior Building. These upgrades will bring the space in line with community expectations and provide a learning environment that is both modern and conducive to exceptional education for our junior students.

**Flooring Upgrade in the SLC:**

We will be replacing the vinyl flooring in the non-Team Kids Kitchen area and boys' toilets in the SLC, improving hygiene and comfort in these much-used spaces.

**Senior Playground Upgrade:**

With the incredible efforts of the CJC Parents Committee, we are planning to replace the Senior Playground with a new, modernised installation. This will not only retain the favourite elements of the current structure but also create fresh play and social spaces, ensuring it remains a cherished part of our school community.

**Ninja Course Installation:**

As part of the Senior Playground upgrade, we are excited to announce the addition of a multi-discipline Ninja Course. This will challenge our senior students while supporting our Health and PE curriculum, adding a fun and dynamic physical activity option.

**Air Conditioning for the Junior Building:**

We will be installing split-system air conditioning in the Junior Building to provide a more comfortable learning environment for our younger students. As part of this upgrade, all gas heaters will be removed, contributing to a safer and more energy-efficient space.

<p><b>Ongoing Safety Upgrades:</b> Continual safety upgrades ensure that the school remains a secure and safe place for learning. These improvements can encompass a range of safety measures to protect the school community.</p> <p>These planned enhancements reflect a proactive approach to school management, showing a commitment to addressing various aspects of the learning environment. They also align with the school's dedication to offering the best possible educational experience to students while maintaining a safe and inviting atmosphere. The collaborative efforts of the school, parents, and the wider community can contribute to the success of these initiatives, ensuring a bright future for Caulfield Junior College.</p>	
<p><b>First Aid Contribution</b></p> <p>Caulfield Junior College recognises the paramount importance of ensuring the health and well-being of our students while maintaining open communication with parents regarding First Aid matters. We are committed to providing a high level of First Aid and Student Health services within the school to support our students' safety and overall health.</p> <p>To facilitate this crucial service, we have a dedicated staff member responsible for First Aid and Student Health in excess of the DET requirement. This staff member plays a key role in delivering a responsive and effective First Aid program, addressing students' health needs, and promptly communicating with parents when necessary. Their presence and expertise contribute significantly to the overall well-being of our school community.</p> <p>To maintain the quality and accessibility of this First Aid service, any contributions collected will be directed toward the following aspects:</p> <p><b>First Aid Supplies:</b> Ensuring that our First Aid facilities are well-equipped with necessary supplies to respond to health emergencies promptly and effectively.</p> <p><b>Professional Development:</b> Supporting ongoing training and education for the dedicated staff member responsible for First Aid and Student Health to stay current with best practices and emerging health concerns.</p> <p><b>Student Health Initiatives:</b> Expanding and improving health-related programs, awareness campaigns, and resources to promote the well-being of our students.</p> <p><b>Communication Tools:</b> Developing and maintaining effective communication tools and platforms for prompt and accurate updates to parents in case of First Aid incidents.</p> <p>Your contribution will be instrumental in ensuring that our school continues to provide a high level of First Aid and Student Health services. It underscores our commitment to the safety and well-being of our students and the importance of transparent and timely communication with parents when it comes to health-related matters. We appreciate your support in this endeavour and look forward to a safe and healthy school year.</p>	<p>Suggested Contribution \$50.00</p>
<p><b>Tax deductible contributions</b></p>	
<p><b>Library Contribution (tax deductible)</b></p> <p>While the library upgrade was completed in 2022, it's essential to recognise that there are always opportunities for continuous improvement and enhancements. The commitment to ongoing development and inclusion in the library space demonstrates a dedication to providing the best possible resources for the school community.</p>	<p>Suggested Contribution \$30.00</p>



<p>The decision to offer books in multiple languages, including French, Spanish, and Hebrew, is a commendable effort to cater to the diverse needs of our student body, particularly multilingual families. This approach not only promotes language and cultural diversity but also fosters inclusivity and accessibility for all students and their families.</p> <p>The enhanced library space can serve as a valuable hub for learning, exploration, and cultural appreciation. It is a testament to Caulfield Junior College's commitment to providing a holistic and enriching educational experience for all its students.</p> <p>Continued collaboration and community involvement in such initiatives are essential in creating a thriving educational environment that supports both academic and cultural growth. This library upgrade is a shining example of how schools can adapt to the changing needs of their student population and make learning an engaging and enriching experience for all.</p>	
<p><b>Total Suggested Other Contributions</b></p>	<p><b>\$250.00</b></p>

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

Caulfield Junior College 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. These are provided on a user-pays basis.

*Student events, excursions, and incursions will continue to be advised to parents as and when they occur. These may include, but are not limited to Interschool sports, sporting carnivals, lightning premierships, and curriculum related incursions and excursions*

Extra Curricular Items and Activities	Amount
<p><b><u>FRENCH BINATIONAL PROGRAM</u></b></p> <p>We understand the importance of transparency when it comes to how costs are allocated within the French Binational Program. We want to provide you with clarity on how fees are structured to ensure the continued success of the program. Below is a breakdown of the two main components that make up the costs: <b>Staffing</b> and <b>Operational Costs</b>.</p> <p><b><u>STAFFING (77%)</u></b></p> <p>Most of the program's costs are related to staffing, which is critical for maintaining the AEFÉ (Agence pour l'Enseignement Français à l'Étranger) accreditation. This requires additional staffing beyond what is covered by the Department of Education and Training.</p> <p>The specific elements within this component include:</p> <p><b>Staff Salaries:</b> This covers the compensation of the additional staff employed to meet AEFÉ accreditation requirements.</p> <p><b>Annual Costs Associated with Superannuation / Long Service Leave Accrual / Work Cover:</b> Financial provisions such as superannuation, long service leave accrual, and work cover insurance for these additional staff members are also included in this component.</p> <p><b><u>OPERATIONAL COSTS (23%)</u></b></p> <p>Operational expenses account for a smaller, but equally essential portion of the program's overall costs. These costs are key to ensuring the smooth operation of the French Binational Program:</p> <p><b>Recruitment Costs</b> – Finding staff locally who meet the program's specific requirements is often a challenge, so we frequently need to recruit internationally. This varies year by year, depending on staffing needs.</p>	<p>\$3,310.00</p>

<p><b>AEFE Professional Development / Memberships and Accreditation Fees:</b> To maintain AEFE accreditation, there are necessary professional development programs, memberships, and fees. This ensures our staff remain qualified and updated on the latest educational standards.</p> <p><b>Binational Program Specific Resources:</b> These are specialised resources and materials required to deliver the French Binational curriculum effectively.</p> <p><b>Student Assessment:</b> Costs related to student assessments, which are integral for monitoring progress and maintaining educational standards within the program.</p> <p><b>Replacement Staff for Planned Leave:</b> When regular staff members take planned leave, hiring replacement staff is necessary to ensure the program continues without disruption.</p>	
<b>FRENCH ENRICHMENT PROGRAM – Prep to Gr 2</b>	\$525.00

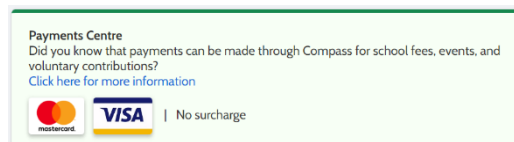
## Total

Category	Totals
Whole School Parent Contributions	\$398.10
Other Contributions - <i>[parent to complete]</i>	\$
	<i>(Non-tax deductible)</i>
	<i>(Tax-deductible)</i>
Extra Curriculum Items and Activities	\$
<b>Total</b>	<b>\$</b>

## Payment methods

As we prepare for the upcoming school year, we would like to request your assistance in completing the Payments Centre for the 2025 academic year.

To make this process as convenient and efficient as possible, we ask that you complete these tasks online via COMPASS.



**The deadline for completion is January 31st, 2025.**

## Monthly Payment Plan

**Victorian Curriculum** –Curriculum Contributions / Extra-Curricular Items and Activities / Other Contributions

20% JAN	16% FEB	16% MAR
16% APR	16% MAY	16% JUN

**French Binational Program** – French Binational Program Curriculum Contributions / Extra-Curricular Items and Activities / Other Contributions

16% JAN	12% FEB	12% MAR	12% APR
12% MAY	12% JUN	12% JUL	12% AUG



## Financial Support for Families

Caulfield Junior College understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports, and Excursions Fund (information will be in the Newsletter in early 2025)
- State Schools Relief (SSR)
- Schools Savings Bonus - \$400 available to each student to use for School Uniforms or Camps and Excursions. Families will receive communication directly from the Department of Education.
  - *This amount cannot be allocated to Parent Contributions*
- Payment plans for
  - Curriculum contributions and Other Contributions
  - French Binational Program fees
  - French Enrichment Program fees
  - School Camps

If you find that you would benefit from a personalised payment plan or have specific financial concerns, please do not hesitate to reach out to us. We are here to help and will work with you to arrange a plan tailored to your needs.

**Megan Barclay - Business Manager**

**Ph: 03 9509 6872 | Email: [megan.barclay@education.vic.gov.au](mailto:megan.barclay@education.vic.gov.au)**

## 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.

All refunds will be made via Compass onto the credit/debit card used to make the payment.

Please refer to the Caulfield Junior College Parent Payment Policy document on the CJC website. This and the Department's Parent Payment Policy (one page overview) can be found on the Caulfield junior College website, under '2025 Parent Payments'.

# 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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) and the Victorian Pathways Certificate.
- 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.