

2024 Parent Payment Arrangements

Grade Prep

Thursday, 09 November 2023

Dear Prep Parents/Guardians,

Caulfield Junior College is eagerly anticipating the arrival of the 2024 school year and remains dedicated to delivering high-quality education to its students. To ensure clarity regarding the concept of voluntary financial contributions in schools, we'd like to provide some essential information.

Voluntary financial contributions refer to monetary donations that parents and members of the community have the option to make to the school. These contributions are not compulsory, and families are under no obligation to provide them. However, they are strongly encouraged and greatly appreciated for their valuable role in enriching the educational experience of our students and bolstering the resources available to the school.

It's important to emphasize that these voluntary contributions are a crucial means of support for the school. They empower us to offer enhanced educational programs, support services, and various initiatives that go above and beyond the standard curriculum. These resources can significantly impact the quality of education we can provide to our students.

We want to express our deep appreciation for the ongoing support we receive from our parents and the broader community. Whether it's through financial contributions, fundraising efforts, or volunteering time and expertise, your support makes a substantial difference in the opportunities we can offer to our students.

Caulfield Junior College has ambitious plans for the 2024 academic year, including the introduction of new programs and initiatives aimed at enriching the educational experience. Your voluntary financial contributions play a critical role in making these plans a reality. They allow us to invest in areas such as literacy, numeracy, and specialist programs, including an enhanced Information and Digital Technologies program. By contributing voluntarily, you are directly contributing to the success of these initiatives and the overall educational development of our school.

In summary, voluntary financial contributions are a way for parents and the community to actively participate in shaping the educational environment at Caulfield Junior College. We deeply value your support, and it is your commitment that enables us to provide the highest quality education to our students. Your generosity helps create a more enriching and fulfilling educational experience for our entire school community. We extend our heartfelt thanks for your ongoing support.

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 29th, 2024.

Caulfield Junior College recognizes that some families may face financial difficulties, and we want to extend our support to you. We offer a range of options to assist our community. Payment plans are at your disposal to provide the necessary financial support. These plans are designed to accommodate your unique circumstances and ensure that all families have access to quality education. If you find that you would benefit from a personalized 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 2024

Grade Prep

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p>Classroom consumables, materials & equipment</p> <ul style="list-style-type: none"> • Little Learners Love Literacy Reading Diaries • Art – paint, crayons, canvas, glitter, coloured paper • Science/STEM / Inquiry • Mathematics • English • Sports • Performing Arts • Classroom Consumables • LOTE Program 	\$155.00
<p>Online subscriptions</p> <ul style="list-style-type: none"> • Mathletics • Essential Assessment Numeracy • Reading Eggs • Compass reporting 	\$70.00
<p>ICT Program and Support</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>Supporting Students: 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 technology-related challenges, ensuring that they can make the most of digital resources for their learning.</p> <p>Supporting Staff: 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>Maintaining ICT Infrastructure: 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>Supporting Digital Technologies Program: 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>Security and Data Management: 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>	\$50.00

<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>Printing Costs - worksheets and learning materials</p>	\$25.00
<p>Student Wellbeing Caulfield Junior College is excited to announce that in 2024, we will 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: Individual Student Wellbeing: 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>Coordination of Wellbeing Programs: In addition to addressing individual needs, our team plays a crucial role in organizing 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>Engagement of External Professionals: When necessary, our Student Wellbeing Team may engage external professionals to provide specialized 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 deep 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> <ul style="list-style-type: none"> • Dogs Connect • Peer Mediation • Respectful Relationships Program • School Wide Positive Behaviour Program • Peaceful kids <p>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 2024 will bring and look forward to working together to support our students' well-being and growth.</p>	\$35.00
<p>Total Curriculum Contributions</p>	\$335.00

Other Contributions - for non-curriculum items and activities	Amount
<p>Administration Contribution</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>LED Signage: As part of our commitment to promoting Caulfield Junior College and the various groups and initiatives within our school, this sign will serve as a dynamic and eye-catching means of communication, showcasing our school's activities, achievements, and events to the wider community.</p> <p>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 2024.</p>	<p>Suggested Contribution \$50.00</p>
<p>School Maintenance Contribution</p> <p>Caulfield Junior College has been able to make significant physical changes in 2023 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.</p> <p>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 works undertaken in 2023 are:</p> <ul style="list-style-type: none"> • Removal and creation of new landscaped sand pit area • Creation of new shaded areas in the playground including the installation of additional shade sails • Upgrade to the SLC kitchen. • Delivery of the first stage of Stanley Street passive play redevelopment. • Salisbury street fence wraps • General upkeep of the school grounds (more than DET funded works) <p>These changes also reflect evolving needs of the school and its students. CJC will continue to drive positive transformations in education and create a nurturing and inspiring environment for students to thrive.</p> <p>We have exciting and promising plans for 2024 to continually improve the school environment and provide the best possible educational experience for students. Here's a brief overview of the planned enhancements:</p>	<p>Suggested Contribution \$120.00</p>

<p>Creation of Additional Intervention Spaces and Meeting Rooms: Additional spaces for intervention and meetings can be vital in providing personalized support for students and fostering collaboration among staff. These areas can be instrumental in addressing diverse learning needs.</p> <p>Final Stage of Stanley Street Passive Play Redevelopment: Represents the last phase to transform the passive play areas along Stanley Street. Passive play areas are typically designed for activities that are more relaxed and less physically demanding than traditional active play areas. These spaces are often used for activities like reading, socializing, or enjoying the outdoors in a more peaceful manner.</p> <p>Fencing and Gate Adjustment to Sebastopol Street: Adjusting the fencing and gates to Sebastopol Street can contribute to the safety and security of the school grounds, which is paramount for the well-being of students and staff.</p> <p>Painting of the SLC Building: A fresh coat of paint can not only improve the aesthetics of the SLC building but also help maintain the structure and preserve its longevity.</p> <p>Air Conditioning to SLC Building: Installing air conditioning in the SLC building can create a more comfortable and conducive learning environment, especially during hot weather, ultimately benefiting students and staff.</p> <p>Ongoing Safety Upgrades: 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>Main Building Courtyard Redevelopment: Redeveloping the main building courtyard can enhance the school's outdoor spaces, providing an appealing and functional area for students to enjoy and engage in various activities.</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>First Aid Contribution</p> <p>Caulfield Junior College recognizes 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>First Aid Supplies: Ensuring that our First Aid facilities are well-equipped with necessary supplies to respond to health emergencies promptly and effectively.</p>	<p>Suggested Contribution \$50.00</p>

<p>Professional Development: 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>Student Health Initiatives: Expanding and improving health-related programs, awareness campaigns, and resources to promote the well-being of our students.</p> <p>Communication Tools: 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>Tax deductible contributions</p>	
<p><u>Library Contribution (tax deductible)</u></p> <p>While the library upgrade was completed in 2022, it's essential to recognize 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>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>Suggested Contribution \$30.00</p>
<p>Total Suggested Other Contributions</p>	<p>\$250.00</p>

Educational Items for Students to Own

Please note the DET have advised that schools are no longer able to 'on-sell' any items, including stationery, to families and as such parent have the option of providing the stationery to the school independently, or by using our third-party provider, Complete Office Supplies (COS), via their Parent Portal. [Click here](#) to access the portal, and use the following credentials:

Username: caulfieldjuniorcollege@cos.net.au

Password: Parents-24

Features:

- Ability to select items that you need.
 - Please note we have made all workbooks mandatory as determined by classroom teachers.
- Stationery will be delivered to the student's home address.
- **Order cut-off 3rd December for free delivery to your home address. \$12.95 delivery costs after this date.**
- Order cut-off 8th January 2024 to guarantee delivery to your home address prior to 29th January 2024.
- Parents should deliver the stationery pack to your child's classroom on the first day of school.

Below is the list of items that the school recommends you purchase from 'COS' for your child to individually own and use. If you choose not to use our third-party provider and supply your own stationery, please ensure that the entire list is supplied with comparable quality items.

2024 PREP Stationery List - \$85.22

Ref	Description	Unit	MND	Qty	EX - GST		INC - GST	
					Price	Total	Price	Total
1	Library Students Bag/Carry Folio Navy Blue	Each	N	1	\$8.50	\$8.50	\$9.35	\$9.35
2	COS Eraser Large	Each	N	1	\$0.34	\$0.34	\$0.37	\$0.37
3	COS Glue Stick 36g Clear	Each	N	5	\$1.90	\$9.50	\$2.09	\$10.45
4	COS Natural Tri Jumbo HB Pencil	Each	N	5	\$0.35	\$1.75	\$0.39	\$1.93
5	COS Student Plain Whiteboard 300x250mm	Each	N	1	\$7.00	\$7.00	\$7.70	\$7.70
6	COS BTS Student Pack Drawstring Bag Purple	Each	Y	1	\$0.00	\$0.00	\$0.00	\$0.00
7	COS Twistable Crayons Assorted	Box12	N	1	\$4.45	\$4.45	\$4.90	\$4.90
8	COS Scrapbook 330x240mm Blank 100gsm 64P	Each	Y	8	\$1.10	\$8.80	\$1.21	\$9.68
9	COS Mini Scrapbook 165x245mm 100gsm 64Pg	Each	Y	1	\$0.95	\$0.95	\$1.05	\$1.05
10	Writing Book 330x240mm 24mm DT 70gsm 64P Shark	Each	Y	1	\$1.50	\$1.50	\$1.65	\$1.65
11	Story Book 330x240 Blnk/18mm 70gs 64P Whale (Burri	Each	Y	1	\$2.02	\$2.02	\$2.22	\$2.22
12	Reader Magazine Cover 270x210x20mm Small Black	Each	Y	1	\$2.50	\$2.50	\$2.75	\$2.75
13	File Garters 920 x 25mm	Each	Y	1	\$4.00	\$4.00	\$4.40	\$4.40
14	Lumocolor 351 Whiteboard Marker 2mm Wlt Assorted 4	Wlt4	N	1	\$11.50	\$11.50	\$12.65	\$12.65
15	Faber-Castell Connector Pens Assorted	Pkt20	N	1	\$9.00	\$9.00	\$9.90	\$9.90
16	COS Hexagonal Colour Pencils Assorted	Box12	N	1	\$1.60	\$1.60	\$1.76	\$1.76
17	COS R/H Kids Safety Scissors 135mm Assorted	Each	N	1	\$1.10	\$1.10	\$1.21	\$1.21
18	Facial Tissue 2 Ply 200sheet White	Each	Y	1	\$2.20	\$2.20	\$2.42	\$2.42
19	COS Mini Dogbone Whiteboard Eraser Blue	Each	Y	1	\$0.75	\$0.75	\$0.83	\$0.83

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 not limited to Interschool sport, sporting carnivals, lightning premierships and curriculum related incursions and excursions

French Binational Program (if applicable)	Amount
<p>Staffing Costs (76%): This is the largest proportion of costs and includes expenses related to maintaining the AEFÉ (Agence pour l'Enseignement Français à l'Étranger) accreditation. It covers the additional staffing required beyond the standard entitlement specified by the Department of Education and Training. The specific elements within this component include:</p> <p>Staff Salaries: This encompasses the compensation of the additional staff employed to meet AEFÉ accreditation requirements.</p> <p>Annual Costs Associated with Superannuation / Long Service Leave Accrual / Work Cover: These are mandatory financial provisions, including superannuation contributions, accrual of long service leave, and work cover insurance for the additional staff.</p> <p>Operational Costs (24%): This component includes various operational expenses essential for running the French Binational Program. The specific elements within this category are:</p> <p>AEFE Professional Development / Memberships and Accreditation Fees: These costs are associated with staff training, memberships, and the fees required to maintain AEFÉ accreditation. Professional development ensures that staff remain qualified and up to date with the latest educational standards.</p> <p>Binational Program Specific Resources: These resources are essential for delivering the specialized curriculum and educational materials unique to the French Binational Program.</p> <p>Student Assessment: Expenses related to student assessments and evaluation methods to maintain program standards and ensure students' progress.</p> <p>Replacement Staff for Planned Leave: In cases where regular staff members are on planned leave, it is necessary to employ replacement staff to ensure continuity in the program's delivery.</p>	<p>\$3,060.00</p>

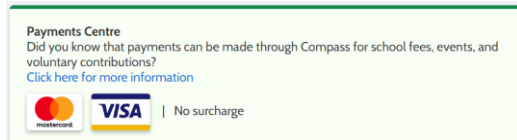
Total

Category	Totals
Curriculum Contributions	\$335.00
Other Contributions - <i>[parent to complete]</i>	\$
	(Non-tax deductible)
	\$
	(Tax-deductible)
Extra Curriculum Items and Activities	\$
Total	\$

Payment methods

As we prepare for the upcoming school term, we would like to request your assistance in completing the Payments Centre for the 2024 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 29th, 2024.



Monthly Payment Plan

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

25% JAN	25% FEB
25% MAR	25% APR

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

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

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 2024)
- State Schools Relief (SSR)
- 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 personalized 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

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 '2024 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.