



Caulfield
JUNIOR COLLEGE

École franco-australienne
de Melbourne



Parent Payment Arrangements 2023 Grade 3/4

Monday, 21 November 2022

Dear Parent/Guardian,

Caulfield Junior College is looking forward to another great year of teaching and learning and would like to advise you of Caulfield Junior College's Curriculum Contributions for 2023.

Schools provide students with free instruction to fulfil the standard curriculum requirements 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.

The school has an ambitious strategic plan with new programs for literacy, numeracy, and specialist programs, including a strengthened Information and Digital Technologies program. To be able to deliver these ambitious and impactful programs, we need the ongoing support of our families. It ensures that our school can offer the best possible education to our children.

The Curriculum Contributions provided by families allow the CJC community to benefit from personalised education that is beyond the traditional teaching and learning programs. CJC strives to offer the best possible primary school education to our community, and it is the support of our parents and community that makes this possible.

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

Tom Roth
School Council Treasurer

Parent Payment Arrangements 2023

Grade 3/4

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"> • Art – paint, crayons, canvas, glitter, coloured paper (\$20) • Science/STEM / Inquiry – chemicals (\$25) • Mathematics – numeracy blocks (\$20) • English – book boxes (\$30) • Sports – equipment (\$15) • Performing Arts – equipment (\$15) • Classroom Consumables (\$30) • LOTE Program (\$5) 	\$160.00
<p>Online subscriptions</p> <ul style="list-style-type: none"> • Mathletics (\$15) • Essential Assessment Numeracy (\$9) • E-book Library (\$3.00) • Typing Club (\$7.00) • Compass reporting (\$16.00) 	\$50.00
ICT Program and Support	\$70.00
Printing and photocopying of worksheets and learning materials	\$10.00
Student Programs	
<p>School Sports Victoria affiliation fees</p> <p>All schools located and registered within Victoria, are eligible to be members of School Sport Victoria. Member schools pay an annual membership fee to be affiliated with SSV. Additional local fees may apply to support the delivery of local level school sport events and competition</p>	\$6.20
<p>Student Wellbeing</p> <p>CJC will have a dedicated team of Student Wellbeing Support Staff 5 days a week in 2023. Their role is to support individual student wellbeing as well as coordinate our multiple wellbeing programs across the school. The role of our Student Wellbeing Team includes the engagement of external professionals as required. Your contribution supports us in developing our knowledge of the many different student needs and the best approach to assist them and their families. Current student wellbeing programs include:</p> <ul style="list-style-type: none"> • Peaceful kids • Dogs Connect • Peer Mediation • Respectful Relationships Program • CJC has also applied for inclusion in School Wide Positive Behaviour Program – we are awaiting response from DET 	\$35.00
Total Curriculum Contributions	\$331.20

Other Contributions - for non-curriculum items and activities	Amount
<p>Administration Contribution</p> <p>Compass is the key to the schools clear, concise, and timely communications to parents regarding operational matters. This enables us to communicate in real time regarding day-to-day operations, upcoming student events and emergency situations.</p> <p>Caulfield Junior College also offers a weekly newsletter to disseminate a wider source of information to families, as well as the school website that houses all our static data such as promotional videos, school policies and other general information.</p> <p>In 2023, Caulfield Junior College will be installing a LED sign to Balaclava Road to promote the school, as well as the various groups run within the school.</p> <p>All these communication streams require constant upgrade and additions to ensure to continuity of up-to-date information for our wider school community.</p> <p>This levy will go towards the continued support of the following: Compass, e-Newsletters, Website maintenance, Promotional Videos, Parent Information Webinars and manage the LES signage.</p>	<p>Suggested Contribution \$50.00</p>
<p>School Maintenance Contribution</p> <p>CJC has undergone some significant physical changes in 2022</p> <ul style="list-style-type: none"> • Complete upgrade to the façade on Balaclava Road • Creation of dedicated Intervention space in the main building • General upkeep of the school grounds. <p>2023 promises to see further enhancements across the school including:</p> <ul style="list-style-type: none"> ○ LED signage to Balaclava Road ○ Completion of fencing to Balaclava Road boundary ○ Sandpit upgrade ○ Shade sail upgrade ○ Install of kitchen to Senior Learning Centre (in conjunction with Team Kids) ○ Playground safety upgrades ○ Roofing works to Main Building ○ Flooring works in Junior Building 	<p>Suggested Contribution \$100.00</p>
<p>First Aid Contribution</p> <p>Caulfield Junior College continues to have a dedicated staff member to facilitate a high level First Aid/Student Health service at the school. This ensures we have specific resource targeted to our students as well as ensuring a high level of communication with parents in relation to First Aid. This levy will go towards supporting the First Aid service within the school.</p>	<p>Suggested Contribution \$50.00</p>
<p>Tax deductible contributions</p>	
<p>Library Contribution (tax deductible)</p> <p>In partnership with the EFM and the Parents Committee, the upgrade of the library space was completed in 2022, although there are always constant improvement and inclusions that would continue to enhance this space. Students will once use the enhanced library space being utilised to support the literacy needs of our multilingual families including books in French, Spanish and Hebrew.</p>	<p>Suggested Contribution \$30.00</p>
<p>Total Other Contributions</p>	<p>\$230.00</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. A link to the portal can be found on our website on the '2023 Parent Payments' page.

- Ability to select items that you need
 - Please note we have made all workbooks mandatory as determined by classroom teachers
- Free delivery to the school for orders over \$55
- Packs will be labelled and delivered to the school in readiness for the first day of school.
- Order cut-off 4th January 2023

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.

2023 Grade 3/4 Stationery List - \$115.59

Ref	Description	Unit	MND	Qty	EX - GST		INC - GST	
					Price	Total	Price	Total
1	Visual Art Diary A4 110gsm 120Pg Black	Each	Y	1	\$3.00	\$3.00	\$3.30	\$3.30
2	Spirax Lecture Book No. 906 140 Pg	Each	Y	1	\$4.30	\$4.30	\$4.73	\$4.73
3	Spirax Notebook 570 A5 200 Pg	Each	Y	1	\$4.30	\$4.30	\$4.73	\$4.73
4	COS Document Wallet PP Button A4 Blue	Each	Y	1	\$0.70	\$0.70	\$0.77	\$0.77
5	COS Document Wallet PP Button A4 Red	Each	Y	1	\$0.70	\$0.70	\$0.77	\$0.77
6	Staedtler Natural Hex HB Pencils	Each	N	16	\$0.28	\$4.48	\$0.31	\$4.93
7	Staedtler Stick 430M Ballpoint Medium Red	Each	N	2	\$0.55	\$1.10	\$0.61	\$1.21
8	Staedtler Stick 430M Ballpoint Medium Blue	Each	N	2	\$0.55	\$1.10	\$0.61	\$1.21
9	Staedtler Stick 430M Ballpoint Medium Green	Each	N	2	\$0.55	\$1.10	\$0.61	\$1.21
10	COS Double-Sided Whiteboard 210 x 300mm	Each	N	1	\$6.30	\$6.30	\$6.93	\$6.93
11	COS Plastic Ruler 300mm	Each	N	1	\$0.35	\$0.35	\$0.39	\$0.39
12	COS Glue Stick 36g Clear	Each	N	3	\$1.75	\$5.25	\$1.93	\$5.78
12	COS Eraser Large	Each	N	2	\$0.32	\$0.64	\$0.35	\$0.70
13	COS Document Wallet PP Button A4 Purple	Each	Y	1	\$0.62	\$0.62	\$0.68	\$0.68
14	COS BTS Student Pack Drawstring Bag Green	Each	Y	1	\$0.00	\$0.00	\$0.00	\$0.00
15	COS Tartan Case 375 x 264mm 2 Zip Tartan	Each	N	1	\$3.35	\$3.35	\$3.69	\$3.69
16	COS A5 Wiro Student Week/View 2023	Each	Y	1	\$2.00	\$2.00	\$2.20	\$2.20
17	Display Book A4 Refillable 20 Pocket Red	Each	N	1	\$1.35	\$1.35	\$1.49	\$1.49
18	COS Graph Book A4 10mm Grid 55gsm 96Pg Cockatoo	Each	Y	3	\$1.00	\$3.00	\$1.10	\$3.30
19	Exercise Book A4 14mm DT 70gsm 96Pg Elephant	Each	Y	4	\$1.00	\$4.00	\$1.10	\$4.40
20	COS Scrapbook 330x240mm Blank 100gsm 64P	Each	Y	2	\$0.95	\$1.90	\$1.05	\$2.09
21	COS Mini Scrapbook 165x245mm 100gsm 64Pg	Each	Y	2	\$0.90	\$1.80	\$0.99	\$1.98
22	Writer Project A4 Pln/14mm DT 70gsm 48P Balloons	Each	Y	2	\$1.05	\$2.10	\$1.16	\$2.31
23	Music A4 8mm Ruled & Stave 70gsm 96Pg Bell	Each	Y	1	\$1.65	\$1.65	\$1.82	\$1.82
24	Over Ear Headphone W. Microphone Black	Each	N	1	\$18.50	\$18.50	\$20.35	\$20.35
25	COS Stubby Highlighter Assorted	Box6	N	1	\$4.15	\$4.15	\$4.57	\$4.57
26	COS Whiteboard Bullet Marker 2mm Wallet Assorted	Wlt4	N	1	\$5.65	\$5.65	\$6.22	\$6.22
27	Faber-Castell Connector Pens Assorted	Pkt20	N	1	\$7.50	\$7.50	\$8.25	\$8.25
28	Faber-Castell Classic Hex Colour Pencils Assorted	Box24	N	1	\$8.25	\$8.25	\$9.08	\$9.08
29	COS 158mm Right Handed Safety Scissors Orange	Each	N	1	\$1.25	\$1.25	\$1.38	\$1.38
30	COS Barrel Pencil Sharpener Double Assorted	Each	N	1	\$1.00	\$1.00	\$1.10	\$1.10
31	COS Facial Tissue 2 Ply 100 Sheet	Each	Y	1	\$1.40	\$1.40	\$1.54	\$1.54
32	Non-Magnetic Whiteboard Eraser Assorted	Each	N	1	\$2.25	\$2.25	\$2.48	\$2.48

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
<ul style="list-style-type: none"> Staffing (76%) – The biggest proportion of the staffing component charged to parents of the French Binational Program, are charged to cover the cost of the additional staffing (7) that we employ that are over and above the staffing structure entitlement as stated by the Department of Education and Training as they are required to maintain AEFÉ accreditation. This includes staff salaries as well as the annual costs associated with Superannuation / Long Service Leave Accrual / Work Cover etc. Operational Costs (24%) – AEFÉ professional development / memberships and accreditation fees / Binational Program specific resources / student assessment / replacement staff for planned leave being the four greatest operational expenses. 	\$2,900.00
Total Extra-Curricular Items and Activities	\$2,900.00

Total

Category	Totals
Curriculum Contributions	\$331.20
Other Contributions - <i>[parent to complete]</i>	\$
	<i>(Non-tax deductible)</i>
	<i>(Tax-deductible)</i>
French Binational Program	\$ 2,900.00
Total	\$



Payment methods

We ask that parents complete the Course Confirmations / School Payments online via COMPASS by the **17th of January 2023**. We would like to advise parents that Compass is the primary method for **ALL** Curriculum Contributions, Extra-Curricular Items and Activities as well as Other Contributions.

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

17% JAN	17% FEB	17% MAR
17% APR	17% MAY	15% 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 2023)
- State Schools Relief (SSR)
- Payment plans for
 - Curriculum contributions and Other Contributions
 - French Binational Program fees
 - French Enrichment Program fees
 - School Camps

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

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 ‘2023 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.