

# 2017 Contributions and Charges Handbook



**COMET BAY COLLEGE**

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**Voluntary Contributions  
and Compulsory Charges for 2017**

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## 2017 VOLUNTARY CONTRIBUTIONS AND COMPULSORY CHARGES

Dear Parent/Guardian

We hope the following information will make the College Voluntary Contributions and Compulsory Charges structure clear for parents/guardians. The Comet Bay College Board has reviewed the Voluntary Contributions and Compulsory Charges structure, and has approved all contributions and charges in accordance with the Education Act.

In addition to this general information, the Voluntary Contributions and Charges Summary for each student itemises the **Compulsory Charges for elective courses and the Voluntary Contributions allocated to each subject/course**.

Information on the maximum costs of other possible optional activities such as excursions, incursions, camps, etc, is provided within this booklet. Where a listed optional activity is scheduled, families will be notified of the final cost of the activity accordingly.

For further information please contact the College on **9553 8100**.

**Jamie Hayres, Principal**

### College Policy

#### Voluntary Contributions and Compulsory Charges and their part in school funding

The College receives Government funding each year to cover basic running costs. In brief, funds are used for a range of whole-of-college expenses, including the following:

- *Maintenance and minor repairs of equipment, grounds, classroom furniture and buildings*
- *Minor structural improvements*
- *Professional Development of the college staff*
- *Day to day administration costs (eg. postage, printing, stationery, college promotion)*
- *Payment for utilities (electricity, telephone, water and gas)*
- *Purchase of major equipment items*

Teachers and other college staff are paid directly by the Government.

Funds received from donations by the P&C, hiring fees received for private use of college facilities, savings on utilities use, and stationery supplier commissions help to offset the course costs for students. However, the costs of “extras” for courses are not included in the Government’s funding. Because of this shortfall, the college levies a charge on students taking such courses to cover the cost of those “extras”, and in doing so ensure that the college can offer the best possible education to its students.

The Government acknowledges that this situation affects all government funded schools. As a result, secondary colleges have a legal right to charge for goods and services that are used by students in a course of study, and which the college’s School Grant funding does not cover. The Department of Education also requires schools to make every endeavour to recover outstanding compulsory charges.

#### Determining College Voluntary Contributions and Compulsory Charges

The College endeavours to keep costs to a minimum while maintaining a high standard of curriculum delivery. The Government endorses the levying of a college Voluntary Contribution that covers the basic needs associated with teaching the essential curriculum, such as photocopying, access to textbooks and use of specialised equipment for Years 7 to 10. In Years 11 and 12, students choose to do those courses of study based on their future educational or career requirements. As these are choice subjects, compulsory charges apply. These charges comply with Government and Department of Education policies. This is different to Years 7 to 10 where students must undertake compulsory studies in English, Mathematics, Science, Humanities and Social Sciences, and Health and Physical Education.

Each student is also charged for items that are specifically used in various elective courses, such as: ingredients for food preparation; transport to and from option venues; art materials; use of computer and photographic equipment and associated materials; timber; metal; tools; specialised sporting equipment, photocopies of course handouts. The amount of these costs will vary according to each student’s choice of courses. Similarly, government regulations on school charges do not set limits on the cost of purchasing prescribed textbooks for courses offered in government schools.

# Paying College Voluntary Contributions and Compulsory Charges



## Who should pay?

It is government policy that Parents/Guardians should contribute towards the cost of educating their children. Given that students are able to choose the courses that will offer them the learning outcomes they desire, it is considered fair and equitable that all parents should pay for the courses that their children select. Similarly, it is generally considered unfair that some families could be expected to pay for the consumable components of courses for another family's student. This College believes all parents should pay the Voluntary Contributions and Compulsory Charges that will cover the expenses resulting from children's selection of the courses, and is committed to maintaining an even-handed and reasonable approach to serving that ideal.

## Collection of College Compulsory Charge Payments:

Parents/Guardians experiencing financial difficulties may pay in instalments. Please contact our Billing Officer on 9553 8100 to discuss payment options. To check if you are eligible for the 'Education Program Allowance', please refer to Page 5 of this booklet.

**Paying parents expect NOT to subsidise non-paying parents.** The College is required to actively pursue the collection of Compulsory Charges and will do so. This policy is strongly supported by the College Board and is a requirement of the Department of Education. Where there is an outstanding debt, The College will take the following steps to recover the Compulsory Charges due: -

1. **Three (3) account statements only are sent to parents prior to 3 July 2017.**
2. **Where payment is still not made by MONDAY, 3 JULY 2017, a debt collection agency will be engaged to pursue recovery of Compulsory Charges directly from the parent.**
3. **Outstanding charges** are rolled over to the student's record in the following year where applicable.
4. **Where parents with outstanding Compulsory Charges have failed to arrange and commit to a payment plan, the student may be removed from their chosen Elective course/s and be placed in a course that satisfies the requirements of the Curriculum Framework. Or, in the case where the unpaid Compulsory Charges cover the cost of materials for practical classes, the student will not be able to participate in the practical lessons and will have to complete theory work.**

## Payment of Elective Compulsory Charges

**A DEPOSIT of 50%** of the total cost of the student Elective Course/s is required by **FRIDAY 27 JANUARY 2017**, with the total cost **PAID IN FULL** by **30 June 2017**.

If parents wish to undertake a payment plan, they may arrange this with The Billing Officer, however they **MUST** make contact *immediately* to do so. College staff will not approach families to set-up an individual payment arrangement.

The College endeavours to assist parents in selecting options for their child that are within their budget by detailing relevant course costs within the Course Selection Handbook.

## Payment of Specialist/Extension Program Compulsory Charges


To ensure continued enrolment in a Specialist/Extension program, Compulsory Charges are to be **PAID IN FULL** PRIOR to the commencement of Term 1, 2017.


**Where Compulsory Charges for Specialist/Extension programs ARE NOT PAID IN FULL by the due date, the offer of placement in the program will be withdrawn and the student will be placed into a general studies program.**

## Accepted Payment Methods

### PAYMENTS CAN BE MADE FROM THURSDAY 1 December 2016

We accept the following payment methods:

 **Cash**

 **Cheque**

**EFT** EFTPOS facilities are available at reception for your convenience



**Credit Card Authorisation**

(Submission of form available from Administration, CBC website and copy provided on '2017 Supporting Documents' Disc)



**Direct Deposit** (via internet banking)

Transfer funds from your nominated Internet Banking account, College bank account details as follows:

Account Name: **Comet Bay College**  
Bank: **Bendigo Bank**  
BSB No: **633 000** Account No: **1243 40886**  
Reference: **'STUDENT'S FULL NAME'**

## The Schedule of Charges and Booklists

### Course Charges

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COMPULSORY CHARGES apply to extra cost optional courses i.e. ELECTIVES, where additional consumables are provided to students. Football, Surfing, Visual Arts Extension, Performing Arts Extension, Dance Extension are also Electives. Please note that the College does not make a profit from these charges as they are either passed on to external providers, (eg. *the Music Instrument hire charge goes to the School of Instrumental Music*) or are used to purchase materials consumed by students, (eg. *food ingredients, high cost materials for jewellery etc*).

**Additional charges for Optional Extra Activities** which address broad learning outcomes and **may** be offered to students, (eg. *social events, excursions, camps, sport carnivals and select VET Programs*). It is not possible to determine the actual cost of such future activities at this stage, therefore, the College provides parents with an **estimated maximum cost** to enable them to budget for the year ahead. This information is provided within this booklet for your convenience.

When an activity is planned, and the student **chooses** to participate, parents will be notified of the final cost (**which will not exceed the estimated maximum previously stated in this document**). These activities are not compulsory and students are not disadvantaged academically by choosing not to participate.

### Voluntary Contributions – Years 7 to 10

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The College may request a voluntary contribution of up to \$235 per student to help towards the cost of materials, services and facilities used by students in the educational program. This includes hire of textbooks, provision of text material, photocopying, materials, etc. The level of parent support makes a significant contribution to the enrichment of learning experiences for students.

## Voluntary Approved Requests

The following voluntary approved requests also appear on student Voluntary Contributions and Compulsory Charges Statement:

### ADDITIONAL VOLUNTARY REQUESTS:

- 3.1 P&C Voluntary Contribution \$10:** The P&C works hard to support the College and provide extra resources for our students, (eg. *fundraising for extra resources/facilities etc*) and can only be effective with your support. This contribution plays an important part in the quality of your child's educational experience at Comet Bay College.
- 3.2 Chaplaincy \$15:** The additional provision of the Chaplaincy Service offers our students counseling and family support, and engenders a 'positive values focus' within our College community, helping develop student wellbeing.

### OTHER OPTIONAL COSTS:

- 3.3 Information Technology \$25:** All Comet Bay College students use computers, printers, scanners, digital cameras and the Internet as tools to assist their learning across the curriculum. We also purchase a wide range of software packages to meet the individual learning needs and interests of our students. This contribution assists with the ongoing costs associated with this technology.
- 3.4 Library \$10:** The Information Learning Centre provides a range of text and audio-visual resources for students to borrow, (eg. *Fiction Books, Reference Books, Videos/CDs, Newspapers and Magazines*). Your contributions help us establish an extensive collection of resources for students.
- 3.5 Paper Cut \$10:** This facility provides a printing service to students whereby allowing them to print their work as they complete it at school. Each student has a *Paper Cut* Account created and 'tops up' their credit as required in increments of \$5 and \$10 as their credit diminishes. Students not participating in this scheme will be required to save their work to a thumb-drive to print from their personal printer at home.
- 3.6 School Diary \$5:** ALL students are issued with The College Diary. The Diary is produced by the school and contains specific information relevant to all students attending Comet Bay College.

## The Course Selection Process and Booklists

Once your child's Course Selection Process has been completed, students are placed in their chosen courses of study (or where necessary, a negotiated alternative), families are issued a detailed list of the Voluntary Contributions and Charges associated with the student's individual program outlining the following:

- *The charges associated with each course selected;*
- *Any other compulsory charges levied by the College;*
- *Any voluntary contributions approved by the College Board.*

Booklists relevant to the student's academic year are posted on the college website, detailing personal requirements for each course and their relevant retail price. The booklist is to be reviewed in conjunction with the student's course placements to determine items required for each course.

Students need only purchase items listed for the courses they have been placed in. IF THE COURSE IS NOT LISTED ON THE BOOKLIST – THERE ARE NO PERSONAL ITEMS REQUIRED FOR THAT COURSE.

**ALL STUDENTS ARE REQUIRED TO PURCHASE 'GENERAL STATIONERY ITEMS – ESSENTIAL ITEMS'** as detailed on each of the Year Group Lists.

**Booklists are available from the college website:**

[www.cometbaycollege.wa.edu.au](http://www.cometbaycollege.wa.edu.au)

**For those families that would prefer a hard copy of their child's booklist, please visit Administration to pick up a copy, during business hours.**

## OTHER OPTIONAL COSTS



The College is permitted to make financial requests to parents in the following areas (cross reference these to your Voluntary Contributions and Charges Summary):

### OTHER COSTS

- a) **Personal Items** (Requirements List) which the students need to provide for their relevant courses, (eg. *stationery, calculators*) can be purchased from any supplier.
- b) **Other Services** College services or facilities which are available to students on a "user pays" basis, (eg. *Photocopying facilities in the library, printing facilities for computer-generated assignments; internet downloads etc.*).

## SECONDARY ASSISTANCE SCHEME



### DO YOU HOLD A CENTRELINK CONCESSION/HEALTH CARD?

Financial assistance is available for holders of the following cards:

- Centrelink Health Care Card (MUST state student's name)
- Pensioner Concession Card
- Veterans' Affairs Pensioner Concession Card

If eligible, a \$235 Education Program Allowance is paid directly to the school and is allocated to your student's Contributions and Charges.

Also, a \$115 Clothing Allowance is available to the eligible parent/guardian to assist with Uniform costs.

Please apply in person at College Administration PRIOR to making any payment against your Contributions and Charges. **If eligible, you will only be required to pay the balance of your account.**

You MUST present your card to be able to complete your application – this is a mandatory requirement.

Applications can be made commencing **Wednesday 1 February, 2017**

The closing date for applications is **Friday 7 April, 2017.**

*For more detailed information, please refer to the Secondary Assistance Scheme information flyer, provided within your 2017 Enrolled Students package.*

## VOLUNTARY CONTRIBUTIONS AND CHARGES



### THE STUDENT VOLUNTARY CONTRIBUTIONS AND CHARGES SUMMARY

This is your invoice and details the Voluntary Contributions and Compulsory Charges associated with your child's proposed learning program and timetable. However, due to changes in student timetable selections, there may be adjustments to individual student accounts throughout the course of the year. In light of this, please be aware account balances may fluctuate.

#### YEARS 7 and 8

Students in Years 7 and 8 study a compulsory common course across all eight Learning Areas. We request a total, maximum voluntary contribution of \$235 toward the cost of maintaining a high standard of resources for students. The Voluntary Contributions and Charges Summary details the total amount distributed to the Learning Areas.



Year 7 and Year 8 students also have some limited 'elective' choices available, such as Football Development, Surfing Development, Performing Arts Extension, Dance Extension and Visual Arts Extension programs. Entry to these is based on interest and ability, and additional Compulsory Charges apply to cover the cost of the extra resources provided (eg. consumable materials, external tuition and venue hire).

**Charges for Electives are compulsory, and 50% of associated costs must be paid before the student commences in the program.**

### **YEARS 9 to 12**

Students in Years 9 to 12 are required to study across all eight Learning Areas and have a wide range of choices available. These are detailed in the individual **2017 Course Selection Handbooks**. Most of these elective courses have compulsory charges attached to cover the additional resources provided to run the course.

**The charges for electives are compulsory, and 50% of associated costs must be paid before the student commences in the program.**

**Final date for payment of elective costs is FRIDAY, 30 JUNE 2017.**


## **COURSE ENQUIRIES:**



College Administration Staff will be available from  
**WEDNESDAY, 25 JANUARY 2017**  
should you wish to discuss matters relating to your child's program.  
To make an appointment, please contact us on **9553 8100**.



## **ADMINISTRATION BUSINESS HOURS:**



**ADMINISTRATION BUSINESS HOURS**  
Account Payments will be accepted during the following periods:

<b>Wednesday</b>	<b>25 January 2017</b>	<b>8.00 am – 4.00 pm</b>
<b>Thursday</b>	<b>26 January 2017</b>	<b>PUBLIC HOLIDAY</b>
<b>Friday</b>	<b>27 January 2017</b>	<b>8.00 am – 4.00 pm</b>
<b>Monday</b>	<b>1 February 2017</b>	<b>STUDENTS RETURN (Term 1 begins)</b>

For queries regarding College charges, please contact:  
**Billing Officer: on 9553 8108**

## IMPORTANT DATES TO NOTE:

Wednesday	25 January 2017	Administration Open
Thursday	26 January 2017	<b>CLOSED Public Holiday</b> (Australia Day)
Monday	30 January 2017	School Development Day (No Student Attendance)
Tuesday	31 January 2017	School Development Day (No Student Attendance)
Wednesday	1 February 2017	<b>STUDENTS RETURN TO SCHOOL</b>
Monday	6 March 2017	<b>CLOSED Public Holiday</b> (Labour Day)
Monday	24 April 2017	School Development Day (No Student Attendance)
Tuesday	25 April 2017	<b>Closed Public Holiday</b> (ANZAC Day)
Wednesday	26 April 2017	<b>STUDENTS RETURN TO SCHOOL</b>
Monday	5 June 2017	<b>Closed Public Holiday</b> (Western Australia Day)
Monday	17 July 2017	School Development Day (No Student Attendance)
Tuesday	18 July 2017	School Development Day (No Student Attendance)
Wednesday	19 July 2017	<b>STUDENTS RETURN TO SCHOOL</b>
Monday	9 October 2017	<b>STUDENTS RETURN TO SCHOOL</b>
Friday	15 December 2017	School Development Day (No Student Attendance)

## ACCOUNTS INFORMATION IN SUMMARY:

- **Secondary Assistance Scheme (SAS):**

To be made through Administration.  
Applications accepted FROM **1 February 2017**  
**Applications CLOSE 7 April 2017**

No Application can be made without presentation of one of the following:

***Centrelink Health Care Card***  
***Pensioner Concession Card***  
***Veterans' Affairs Card.***

*Card must be current and state the parent name AND the relevant STUDENT NAME.*

- **EFTPOS facilities provided.** Credit card payments can also be made over the phone.
- **Direct Deposit to our College Account is available.**  
See your invoice for details. Please ensure you **include your child's full name as your payment reference when paying by funds transfer to our College Account.** This assists us in receipting your account accordingly.
- **Voluntary Contributions.**  
Your Voluntary Contributions assist the College in purchasing class sets of texts which students will borrow throughout the year. However, where students lose or damage a textbook or library book they will be expected to pay for replacement copies. These costs will be added to your child's account and will appear as CHARGES.
- **Stationery items are NOT available for purchase from the College.**  
These can be purchased through our preferred stationery supplier as per the Booklist, or from a supplier of your choice.



## OPTIONAL EXTRA COST OPTIONS 2017

In addition to the essential curriculum courses covered by Parent Voluntary Contributions and the **elective courses** covered by Compulsory Charges, a range of **OPTIONAL ENRICHMENT ACTIVITIES** may be scheduled during the course of 2017.

The College is unable to predict the exact cost of many of these proposed activities for 2017. However, *estimated* maximum costs (per Subject/Course of Study) are listed below for your convenience. Teachers organising these activities will always aim for the lowest possible cost, and in some instances fundraising may be undertaken in an effort to subsidise some costs.

Student participation in these activities is optional, and parents will not be asked for more than the amounts listed. Although we anticipate that the actual costs will be lower than any estimated maximum, in the event that this does occur, the College will either bear the difference or cancel the activity.

**PLEASE NOTE: Students who do not choose to participate in these activities will not be disadvantaged academically.**

Years 7 to 10					
Learning Area	Course of Study	Cost Description	Years 7 & 8 OC's up to a total of:	Year 9 OC's up to a total of:	Year 10 OC's up to a total of:
Dance	Core Program	General Costs	\$50	\$50	\$50
	Extension	Excursions, Incursions	\$50	\$50	\$50
Drama	Core Program	General Costs	\$20	\$30	\$40
	Extension	Excursion	\$30	\$30	\$30
English	Core Program	General Costs	\$25	\$25	\$25
	GATE	X4 All Day Workshops (1 per term)(selected students subsidised costs)	\$60	\$60	\$60
Enrichment Programs	NA	General Costs	\$30	\$30	\$30
Excursions in Advance	Parent Choice.	<i>Pre-payment of Excursions/Incursions (Optional) – amount as nominated by the Paying Parent up to \$200 per student. Please see supporting documentation provided regarding this service.</i>			
Gifted and Talented Program	(Participating Students)	General Costs	\$100	\$150	\$150
		Murdoch University Extension Courses ( <i>Subsidised for selected students</i> )	NA	NA	\$150
		Camp	NA	\$150	\$150
Home Economics	Core Program	Excursions	\$20	\$20	\$20
Information Technology	Computer Science	Excursion	\$20	\$50	\$50
	Design Photography	General Costs	NA	\$40	\$40
	Robotics	General Costs	\$50	\$50	\$50
Mathematics	Core Program	General Costs	\$20	\$20	\$20
Media	Core Program	Excursions/Incursions	N/A	\$50	\$50
	Extension		N/A	N/A	\$50
Music	Core Program	General Costs	\$30	\$30	\$30
		Instrument Hire ( <i>select students</i> )	\$110	\$110	\$110
	Extension	Excursions, Incursions	\$50	\$50	\$50
		Instrument Hire	\$110	\$110	\$110
Physical Education	Core Program	General Costs	\$25	\$35	\$35
	Australian Football Specialist Program	General Costs (Specialist Program)	\$250	\$250	\$380
	Interschool Athletic Carnival	General Costs	NA	\$15	\$15
	Interschool Swimming Carnival	General Costs	NA	\$15	\$15
	Outdoor Education	Excursions/Camps etc.	NA	\$250	\$250
	Sport & Community Leadership	General Costs	NA	NA	\$200
	Soccer Development Program	General Costs	NA	\$250	\$250
	Basketball Development Program	General Costs	NA	\$250	\$250
	Training Events	General Costs	NA	\$25	\$25
	Science	Core Program	General Costs	\$100	\$100
Society & Environment	Core Program	General Costs	\$15	\$15	\$15
	GATE – Extension Classes	General Costs	\$30	\$30	\$30
Student Support	Camp ( <i>select students</i> )	General Costs	\$250	NA	NA
	Camp – RISK ( <i>select students</i> )	General Costs	\$100	\$100	\$100
	Camp – RISK, Advanced ( <i>select students</i> )	General Costs	\$100	\$100	\$100
	Student Councillors	Student Council Camp	\$60	\$60	\$60
	(Participating Students)	Rewards/Events/Excursions	\$100	\$100	\$150
VEI/Career Development	Core Program	General Costs	N/A	N/A	N/A
Visual Arts	Core Program	Excursion	\$25	\$25	\$25
		Camp	\$100	\$100	\$100
	Extension Program	Excursion, Incursion	\$50	\$50	\$50
	Clay	Excursion & General Costs	NA	\$30	\$30

**SENIOR SCHOOL OPTIONAL EXTRA COST OPTIONS 2017** (continued from previous page)

Years 11 & 12					
Learning Area	Course of Study	Code	Cost Description	Year 11 OC's up to a total of:	Year 12 OC's up to a total of:
English	General & Foundation Program	G1/2ENG, F1/2ENG	Excursions/Incursion	\$60	\$60
	English ATAR	A1/2ENG	General Costs	\$60	\$60
	Literature	A1/2LIT F1/2LIT	General Costs	\$100	\$100
Information Technology	Business Management	GEBME, GTBME, CT4BUS	General Costs	\$60	\$60
	Computer Science	AECSC/ATCSC	General Costs	\$60	\$60
	Design Photography	GEDESP/ATDES	Excursions, Incursions, General Costs	\$50	\$50
Media	Media Prod. & Analysis – Yr 11	A1/2MPA	Excursions, Incursions, General Costs	\$80	\$80
	Certificate II Media - Creative Industries	CT2IMV	Excursions, Incursions, General Costs	\$100	\$100
Music	Certificate II in Music	CT2MUS	Excursions, Incursions, General Costs	\$70	\$70
	Certificate III in Music	CT3MUS	Excursions, Incursions, General Costs	NA	\$100
Performing Arts	Dance - ATAR	A1/2DAN	Excursions, Incursions	\$80	\$80
	Dance – General	GEDAN	Excursions, Incursions	\$80	\$80
	Drama – ATAR	A1/2DRA	Excursions, Incursions	\$60	NA
	Drama - General	GEDRA	General Costs	NA	\$100
Physical Education	Cert III Sport & Recreation AFL	CT3SRA	Melbourne Tour	\$1,200	\$1,200
Science	Human Biology	A1/2HBY	General Costs	\$100	\$100
	Physics	A1/2PHY	General Costs	\$100	\$100
	Chemistry	A1/2CHE	General Costs	\$100	\$100
	Biology	A1/2BLY	General Costs	\$100	\$100
	Integrated Science	G1/2ISC	General Costs	\$100	\$100
	Earth & Environmental Science	G1/2EES	General Costs	\$100	\$100
Humanities and Social Sciences	General Program		Camp	\$200	\$200
	Economics		General Costs	\$60	\$60
	Geography	GEGEO	General Costs	\$60	\$80
		AEGEO	General Costs	\$50	\$60
	Modern History		General Costs	\$60	\$60
			Canberra Camp	\$1400	\$1400
	Politics and Law	AEPAL	General Costs	\$70	\$70
			Canberra Trip	\$1400	NA
Psychology	AEPSY	General Costs	\$70	\$70	
Student Support	Student Council	Camp <i>(Student Councillors Only)</i>		\$60	\$60
	Participating Students		Rewards/Events/Excursions	\$150	\$200
	Participating Students		Leavers Jumper	NA	\$100
	Year 12 Students		Graduation	NA	\$90
	Optional Purchase		Yearbook	\$25	\$25
VET	VET		Excursions/Incursions/General Costs	\$150	\$150
	White Card Training		Applicable Students	\$90	\$90
	Senior First Aid		Applicable Students	\$50	\$50
Visual Arts	General Art	G1/2VAR	Excursions, Incursions, General Costs	\$60	NA
	ATAR	A1/2VAR	Excursions/Incursions, General Costs	\$60	\$60





