

2018 Contributions and Charges Handbook



COMET BAY COLLEGE

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**Voluntary Contributions
and Compulsory Charges for 2018**

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2018 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 account statements are posted out to all families prior to 2 July 2018.**
2. **Where payment is still not made by MONDAY, 2 JULY 2018, a debt collection agency (Dun & Bradstreet) 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 **MONDAY 29 JANUARY 2018**, with the total cost PAID IN FULL by **30 June 2018**.

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, **PRIOR TO THE DEBT BEING REFERRED TO DEBT COLLECTION**. Payment arrangements will not be entered into at the college level once a debt has been referred to collection. College staff will not approach families to set-up an individual payment arrangement. **Arrangements to pay once referred to collection must be negotiated with the Debt Collector directly.**

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, 2018.

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 1 December 2017.

We accept the following payment methods:

 **Cash**

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 '2018 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



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

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:

1. **Pastoral Care \$15:** The additional provision of the Pastoral Care Service offers our students counseling and family support, and engenders a 'positive values focus' within our College community, helping develop student wellbeing.
2. **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. **Library Services \$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
4. **P&C Association \$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.
5. **Student Services and Facilities \$15:** The college provides a range of services and facilities for students through Student Support such as the Uniform Loan service. This contribution assists the college in keeping a comprehensive range of uniform items in stock ensuring that students are able to loan items such as jumpers and jackets (for example) on a cold day when they may have left theirs at home.

OTHER OPTIONAL COSTS:

1. **Book Hire \$25:** Across the college, Learning Areas purchase sets of text books to offer on a 'hire' basis to students, in lieu of requesting students purchase the books and with a view to minimising the cost to parents.

The Course Selection Process and Booklists

Once the 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

Hard copies of the Booklists are available from Administration 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 **Thursday 1 February, 2018**

The closing date for applications is **Friday 13 April, 2018.**

For more detailed information, please refer to the Secondary Assistance Scheme information flyer, provided within your 2018 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 **2018 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, 29 JUNE 2018.

COURSE ENQUIRIES:

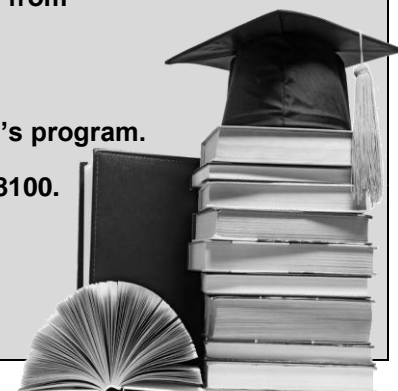


Associate Principals/Coordinators will be available from

Thursday, 25 JANUARY 2018

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:

Wednesday	24 January 2018	8.00 am – 4.00 pm
Thursday	25 January 2018	8.00 am – 4.00 pm
Friday	26 January 2018	PUBLIC HOLIDAY
Wednesday	31 January 2018	STUDENTS RETURN (Term 1 begins)

For queries regarding College charges, please contact:

Billing Officer: on 9553 8107

IMPORTANT DATES TO NOTE:

Wednesday	24 January 2018	Administration Open
Friday	26 January 2018	CLOSED Public Holiday (Australia Day)
Monday	29 January 2018	School Development Day (No Student Attendance)
Tuesday	30 January 2018	School Development Day (No Student Attendance)
Wednesday	31 January 2018	STUDENTS RETURN TO SCHOOL – Term 1
Monday	5 March 2018	CLOSED Public Holiday (Labour Day)
Friday	30 March 2018	CLOSED Public Holiday (Good Friday)
Monday	02 April 2018	CLOSED Public Holiday (Easter Monday)
Tuesday	03 April 2018	CLOSED Public Holiday (Easter Tuesday)
Wednesday	25 April 2018	CLOSED Public Holiday (ANZAC Day)
Monday	30 April 2018	School Development Day (No Student Attendance)
Tuesday	1 May 2018	STUDENTS RETURN TO SCHOOL – Term 2
Monday	4 June 2018	Closed Public Holiday (Western Australia Day)
Monday	16 July 2018	School Development Day (No Student Attendance)
Tuesday	17 July 2018	School Development Day (No Student Attendance)
Wednesday	18 July 2018	STUDENTS RETURN TO SCHOOL – Term 3
Monday	8 October 2018	STUDENTS RETURN TO SCHOOL – Term 4
Friday	14 December 2018	School Development Day (No Student Attendance)

ACCOUNTS INFORMATION IN SUMMARY:

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

To be made through Administration.
Applications accepted FROM **1 February 2018**
Applications **CLOSE 13 April 2018**

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 2018

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 2018.

The College is unable to predict the exact cost of many of these proposed activities for 2018. 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
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
	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
Humanities & Social Sciences	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
Student Support	Camp – RISK (<i>select students</i>)	General Costs	\$100	\$100	\$100
		General Costs	\$100	\$100	\$100
		General Costs	\$100	\$100	\$100
	Student Councilors	Student Council Camp	\$60	\$60	\$60
	Other Specialist Activities	Rewards/Events/Excursions	\$100	\$100	\$150
VET/Career Development	Core Program	General Costs	N/A	N/A	N/A
	Visual Arts	Core Program	Excursion	\$25	\$25
Visual Arts	Core Program	Camp	\$100	\$100	\$100
		Extension Program	Excursion, Incursion	\$50	\$50
	Clay	Excursion & General Costs	NA	\$30	\$30

SENIOR SCHOOL OPTIONAL EXTRA COST OPTIONS 2018 (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	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 – Y11	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
Humanities and Social Sciences	Ancient History		Excursion	\$30	\$30
	Career & Enterprise		Excursion	\$30	\$30
	General Program		Camp	\$200	\$200
			Excursion	\$30	\$30
	Geography		General Costs	\$60	\$80
			Excursion	\$30	\$30
			General Costs	\$50	\$60
			Excursion	\$30	\$30
	Modern History		General Costs	\$60	\$60
			Canberra Trip (TBC)	\$1400	\$1400
			Excursion	\$30	\$30
	Politics and Law		General Costs	\$70	\$70
			Canberra Trip (TBC)	\$1400	NA
			Excursion	\$30	\$30
	Psychology		General Costs	\$70	\$70
		Excursion	\$30	\$30	
Student Support	Participating Students		Rewards/Events/Excursions	\$150	\$200
	Participating Students		Leavers Jumper	NA	\$100
	Year 12 Students		Graduation	NA	\$100
	Optional Purchase		Yearbook	\$30	\$30
	Student Council		Camp (<i>Student Councillors Only</i>)	\$150	\$150
VET	White Card Training	VET	Applicable Students	\$60	\$60
	Senior First Aid		Applicable Students	\$80	\$80
Visual Arts	General Art	G1/2VAR	Excursions, Incursions, General Costs	\$60	NA
	ATAR	A1/2VAR	Excursions/Incursions, General Costs	\$60	\$60