

# 2021 Contributions and Charges Handbook



**ESPERANCE SENIOR HIGH SCHOOL**  
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*A strong community, creating opportunities for personal excellence*

## Voluntary Contributions and Compulsory Charges for 2021

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## 2021 VOLUNTARY CONTRIBUTIONS AND COMPULSORY CHARGES

Dear Parent/Guardian,

We hope the following information will make the Voluntary Contributions and Compulsory Charges structure clear for parents/guardians. The Esperance Senior High School Board has reviewed the Voluntary Contributions and Compulsory Charges structure, and has approved all contributions and charges in accordance with the School Education Act 1999.

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 school on **9071 9555**.

**Mr Ian Masarei - Principal**

## Esperance Senior High School Policy

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

Esperance Senior High School receives Government funding each year to cover basic running costs. In brief, funds are used for a range of whole-of-school expenses, including the following:

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

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

Funds received from donations by the P&C, hiring fees received for private use of school facilities, and savings on utilities use 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 school levies a charge on students taking such courses to cover the cost of those 'extras', and in doing so ensure that the school can offer the best possible education to its students.

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

### Determining Voluntary Contributions and Compulsory Charges

Esperance Senior High School endeavours to keep costs to a minimum while maintaining a high standard of curriculum delivery. The Government endorses the levying of a 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 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 child. This school 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 Compulsory Charge Payments




Parents/guardians experiencing financial difficulties may be offered the option to pay in instalments via direct debit or credit card payment plans. Please contact our Payments Officer on 9071 9555 to discuss payment options. To check if you are eligible for the '**Secondary Assistance Scheme**', please refer to Page 5 of this booklet.

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

1. **THREE account statements are sent out to all families prior to 1<sup>st</sup> July 2021.**
2. **Where payment is still not made by MONDAY 2<sup>nd</sup> August 2021, a debt collection agency will be engaged to pursue recovery of Compulsory Charges directly from the relevant paying 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.*
5. **PLEASE NOTE! THE SCHOOL DOES NOT PERSONALLY PHONE FAMILIES PRIOR TO CHARGES BEING REFERRED TO DEBT COLLECTION as this is not feasible due to the large number of accounts active across the school. IT IS THE RESPONSIBILITY OF ALL PARENTS/GUARDIANS TO MANAGE PAYMENT OF ALL CHARGES IN A TIMELY MANNER TO AVOID ANY PERSONAL INCONVENIENCE IN THE CASE OF REFERRAL OF THE DEBT TO DEBT COLLECTION.**

## PAYMENTS CAN BE MADE FROM 1<sup>st</sup> December 2020.

We accept the following payment methods:

	<b>Cash</b>
<b>EFT</b>	EFTPOS facilities are available at reception for your convenience
	<b>Credit Card Payments</b> can be made in person or over the phone
	<b>Direct Debit</b> Form to be completed to automatically draw the payments from your nominated account
	<b>Direct Deposit</b> (via internet banking)
	Account Name: <b>Esperance Senior High School</b>
	Bank: <b>Commonwealth Bank</b>
	BSB No: <b>066 040</b> Account No: <b>1990 1279</b>
	Reference: <b>'STUDENT'S FULL NAME'</b>

# 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. Surfing, Music, Physical Recreation, Jewellery etc. are also electives. Please note that the school does not make a profit from these charges as they are either passed on to external providers (*such as the Music Instrument hire charge goes to the School of Instrumental Music*) or are used to purchase materials consumed by students (*such as food ingredients, high cost materials for jewellery etc*).

It is not possible to determine the actual cost of **Additional charges for Optional Extra Activities**, such as social events, excursions, camps, sporting carnivals and select VET programs at this stage, therefore the school 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 – please refer to pages 7/8.

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 school may request a voluntary contribution of up to \$235 per student to contribute to 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

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The following items also appear on each student's Charges and Voluntary Contributions Statement:

### **ADDITIONAL VOLUNTARY REQUESTS:**

1. **Library \$25:** Provision of resources including fiction and non-fiction books, classroom reading sets, physical games, magazines, newspapers and general operating expenses.
2. **Clickview – Online Research \$4:** The annual license fee payable per student for access to an online database of videos used to support the curriculum.
3. **P&C Membership \$1:** Provides membership to the Parents and Citizens Association and enables you to vote at their meetings.
4. **P&C Contribution \$5:** This is the contribution to the Parents and Citizens Association as they do not fundraise throughout the year. The P&C also manage the school canteen. Funds raised help to provide resources for the school and support awards like mini merits and the school magazine, Jumbunna.
5. **Chaplain \$10:** This is a voluntary contribution which is passed onto YouthCare. YouthCare employ the Chaplain in the school. The Chaplain is an integral role of the school's student services team, who provides pastoral care in the school, and gives social, emotional, mental and spiritual support to students and staff.
6. **Career Education \$5:** This contribution assists in providing activities (e.g. Year 10 Careers Conference) and resources that are used to build the student's capacity to manage their career development.

## **OTHER OPTIONAL COSTS:**

1. **Jumbunna – School Year Book \$20:** The Jumbunna is our annual School Magazine for students containing faction photos, year group photos, year 12 profiles and photos, department articles and activities that have happened throughout the year.
2. **Year 7 Handbook \$8:** School Handbook given to Year 6 students in their enrolment package.
3. **VET Hospitality E-Learning Resource \$72:** Purchase of on-line E-Learning resources with their units of competencies for VET Hospitality Certificate 11 (Kitchen Operations) course. This will allow students to access the work in their own time and to work at an independent pace.
4. **Year 12 Valedictory Expenses \$5:** contributes towards the official graduation night for Year 12 students, which is held at the Esperance Civic Centre at the end of the year.

## **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 school*
- *Any voluntary contributions approved by the school Board*

Booklists/stationery lists relevant to the student's academic year are posted on the school 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 BOOKS 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 school website:**

<https://www.esperanceshs.wa.edu.au/booklist>

**Hard copies of the Booklists are available from Administration during business hours.**

## 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 child's Contributions and Charges.

Also, a \$115 Clothing Allowance is available to the eligible parent/guardian to assist with uniform costs, or can be paid directly to the school to be allocated against your child's Contributions and Charges.

Please apply in person through 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** after any allowance is received.

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

Applications can be made commencing **Monday 25<sup>th</sup> January, 2021**

The closing date for applications is **Thursday 1<sup>st</sup> April, 2021**.

## 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.

#### **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 each year groups **2021 Options Handbook**. 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**.

 **Final date for payment of Contributions and Charges is FRIDAY, 2<sup>nd</sup> JULY 2021.**



## **COURSE ENQUIRIES:**

The Deputy Principals will be available from  
**Wednesday, 27<sup>th</sup> JANUARY 2021**  
should you wish to discuss matters relating to your child's program.  
To make an appointment, please contact us on **9071 9555**.



## **ADMINISTRATION BUSINESS HOURS:**

### **ADMINISTRATION BUSINESS HOURS**

Account Payments will be accepted during the following periods:

<b>Monday</b>	<b>25<sup>th</sup> January 2021</b>	<b>8.00 am – 4.00 pm</b>
<b>Tuesday</b>	<b>26<sup>th</sup> January 2021</b>	<b>Closed – Australia Day Public Holiday</b>
<b>Wednesday</b>	<b>27<sup>th</sup> January 2021</b>	<b>8.00 am – 4.00 pm</b>
<b>Thursday</b>	<b>28<sup>th</sup> January 2021</b>	<b>8.00 am – 4.00 pm</b>
<b>Friday</b>	<b>29<sup>th</sup> January 2021</b>	<b>8.00 am – 4.00 pm</b>
<b>Monday</b>	<b>1<sup>st</sup> February 2021</b>	<b>STUDENTS RETURN (Term 1 begins)</b>

For queries regarding school charges, please contact our Payments Officer on 9071 9555.

## **IMPORTANT DATES TO NOTE:**

<b>Tuesday 26<sup>th</sup> January</b>	<b>CLOSED <u>Public Holiday</u> (Australia Day)</b>
<b>Monday 1<sup>st</sup> February</b>	<b>STUDENTS RETURN TO SCHOOL – Term 1</b>
<b>Monday 1<sup>st</sup> March</b>	<b>Closed <u>Public Holiday</u> (Labour Day)</b>
<b>Saturday 13<sup>th</sup> March</b>	School Ball
<b>Thursday 1st April</b>	Athletics Carnival and Term 1 Finishes
<b>Monday 19th April</b>	School Development Day (No Student Attendance)
<b>Tuesday 20th April</b>	<b>STUDENTS RETURN TO SCHOOL – Term 2</b>
<b>Monday 26<sup>th</sup> April</b>	<b>Closed <u>Public Holiday</u> (ANZAC Day)</b>
<b>Monday 7<sup>th</sup> June</b>	<b>Closed <u>Public Holiday</u> (Western Australia Day)</b>
<b>Friday 2<sup>nd</sup> July</b>	Term 2 Finishes
<b>Monday 19<sup>th</sup> July</b>	<b>STUDENTS RETURN TO SCHOOL – Term 3</b>
<b>Friday 24<sup>th</sup> September</b>	Last day Year 12 VET Students and Term 3 Finishes
<b>Monday 11<sup>th</sup> October</b>	<b>STUDENTS RETURN TO SCHOOL – Term 4</b>
<b>Friday 15<sup>th</sup> October</b>	Esperance Agricultural Show – (No Student Attendance)
<b>Thursday 16<sup>th</sup> December</b>	Term 4 Finishes

## OPTIONAL EXTRA COST OPTIONS 2021

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 2021.

The school is unable to predict the exact cost of many of these proposed activities for 2021. 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. Students will only pay for activities/items relevant to them. **PLEASE NOTE: Students who do not choose to participate in these activities will not be disadvantaged academically.**

Students will only pay for activities/items relevant to them	
Cost Description	ESTIMATED COST (per student)
Agriculture - School Shirt (2 shirts = \$50)	\$50
Agricultural – Shearing Shirt (Years 10, 11 and 12)	\$30
Agriculture - Jumper	\$60
Agriculture - Vest	\$60
Agriculture Brunswick Cattle Camp - Years 10, 11 and 12 (April)	\$300
Agriculture Show Farm Skills - Years 10, 11 and 12 (October)	\$100
Agriculture Show Perth Royal - Years 10, 11 and 12 (October)	\$350
Agriculture Show Wagin Woolorama - Years 10, 11 and 12 (March)	\$180
Agricultural Shows – T-Shirt	\$30
Applied First Aid Course	\$100
Bush Rangers cadets – student contribution camp – 4 <sup>th</sup> term	\$150
Art Camp Upper School	\$420
Biology Camp	\$20
Bush Rangers cadets – uniform contribution	\$30
Canberra – Year 10 Humanities students	\$1,500
Canberra/ESHS shirt	\$35
Casual dress days – 8 per year	\$2/day
Country Week Camp to Perth – (may be reduced by fundraising)	\$750
Design and Technology - Year 11 and 12 Major Project (cost varies dependent on choice)	up to \$100
Drama incursion/workshop	\$10
End of year fun days - Years 7, 8, 9 and 10	\$20
English Competitions - Years 8, 9 and 10	\$5
English Excursion	Up to \$10
English Workshop	Up to \$10
Europe Tour (may be reduced by fundraising and additional funding)	\$6,200
French Tour – St Martin de Ré	\$3,300
Girls Leadership Camp	\$250
Guitar Making Club	\$75
Home Economics excursions – maximum 4 per year	\$4
Humanities and or Science - in town excursions	\$5/excursion
Leadership Camp (selected students only) – Student Council (Leeuwin Voyage)	\$250
Leadership Conference – Perth	\$200
Leisure option – activities	\$10/term
Library Bag	\$10
Lower School Reward Camp	\$50
<i>Continued on page 8</i>	

<b>Music Accompanist – Year 11/12 Music exams</b>	<b>\$80/hour</b>
<b>Music Camp</b>	<b>\$550</b>
<b>Music Excursion</b>	<b>\$10</b>
<b>Music Festival entry – solo or group</b>	<b>\$5 group or \$10 solo</b>
<b>Music Instrumental Hire – for students in the Instrumental Music Program who require an instrument</b>	<b>\$110</b>
<b>New Zealand Tour</b>	<b>\$3,500</b>
<b>Outdoor Ed – Canoeing camp</b>	<b>\$65 (plus food)</b>
<b>Outdoor Ed – Snorkeling camp</b>	<b>\$130 (plus food)</b>
<b>Outdoor Ed– Expedition Camp, Year 11/12</b>	<b>\$120 (plus food)</b>
<b>Peer Leaders T-shirt</b>	<b>\$30</b>
<b>Perth International Arts Festival Camp</b>	<b>\$500</b>
<b>Phys Ed – Interschool Athletics, Swimming, Football (Boys and Girls), Cricket, Netball, Basketball</b>	<b>\$90</b>
<b>Printing – In excess of school allocation (black ink)</b>	<b>20c/page</b>
<b>Quiet Lion Tour (may be reduced by fundraising and additional funding)</b>	<b>\$2,650</b>
<b>Quiet Lion Tour/ESHS shirt</b>	<b>\$45</b>
<b>Socials</b>	<b>\$10/social</b>
<b>School Ball</b>	<b>\$70</b>
<b>Surfing Day Trip</b>	<b>\$30</b>
<b>Tournament of Minds National finals</b>	<b>\$1,400</b>
<b>Tournament of Minds State finals</b>	<b>\$400</b>
<b>Tournament of Minds T-shirt</b>	<b>\$30</b>
<b>Upper School Motivation/Study Skills Speaker</b>	<b>\$5</b>
<b>VET Hospitality E Learning per year</b>	<b>\$72</b>
<b>University Aspirant Camp</b>	<b>\$520</b>
<b>Year 12 Dinner</b>	<b>\$40/head</b>
<b>Year 12 Leavers Jumper (ordered at the end of Year 11)</b>	<b>\$110</b>
<b>Year 12 Leavers Week Costs (T-shirt, Vortex, Breakfast, video etc.)</b>	<b>\$40</b>
<b>Year 12 Orientation Day</b>	<b>\$5</b>
<b>Year 12 TEE English/Literature Good Answer booklet/Study Skills booklet</b>	<b>\$30 each</b>



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