

# 2022 CONTRIBUTIONS AND CHARGES HANDBOOK



## **ESPERANCE SENIOR HIGH SCHOOL**

Pink Lake Road ESPERANCE WA 6450

**W:** [www.esperanceshs.wa.edu.au](http://www.esperanceshs.wa.edu.au)

**T:** 08 9071 9555

**Principal:** Mr Ian Masarei

## ADMINISTRATION BUSINESS HOURS

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Account Payments will be accepted during the following periods:

<b>Monday</b>	<b>24<sup>th</sup> January 2022</b>	<b>8.00 am – 4.00 pm</b>
<b>Tuesday</b>	<b>25<sup>th</sup> January 2022</b>	<b>8.00 am – 4.00 pm</b>
<b>Wednesday</b>	<b>26<sup>th</sup> January 2022</b>	<b>Closed – Australia Day Public Holiday</b>
<b>Thursday</b>	<b>27<sup>th</sup> January 2022</b>	<b>8.00 am – 4.00 pm</b>
<b>Friday</b>	<b>28<sup>th</sup> January 2022</b>	<b>8.00 am – 4.00 pm</b>
<b>Monday</b>	<b>31<sup>st</sup> January 2022</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>Monday 31<sup>st</sup> January</b>	STUDENTS RETURN TO SCHOOL – <b>Term 1</b>
<b>Monday 7<sup>th</sup> March</b>	Closed <u>Public Holiday</u> (Labour Day)
<b>Saturday 19<sup>th</sup> March</b>	School Ball
<b>Friday 8<sup>th</sup> April</b>	Athletics Carnival and Term 1 Finishes
<b>Monday 25<sup>th</sup> April</b>	Closed <u>Public Holiday</u> (ANZAC Day)
<b>Tuesday 26<sup>th</sup> April</b>	School Development Day (No Student Attendance)
<b>Wednesday 27<sup>th</sup> April</b>	STUDENTS RETURN TO SCHOOL – <b>Term 2</b>
<b>Monday 6<sup>th</sup> June</b>	Closed <u>Public Holiday</u> (Western Australia Day)
<b>Friday 1<sup>st</sup> July</b>	Term 2 Finishes
<b>Monday 18<sup>th</sup> July</b>	STUDENTS RETURN TO SCHOOL – <b>Term 3</b>
<b>Friday 19<sup>th</sup> August</b>	School Development Day (No Student Attendance)
<b>Friday 23<sup>rd</sup> September</b>	Term 3 Finishes
<b>Monday 10<sup>th</sup> October</b>	STUDENTS RETURN TO SCHOOL – <b>Term 4</b>
<b>Friday 14<sup>th</sup> October</b>	Esperance Agricultural Show – (No Student Attendance)
<b>Thursday 15<sup>th</sup> December</b>	Term 4 Finishes

## COURSE ENQUIRIES:

The Deputy Principals will be available from

**Tuesday, 25<sup>th</sup> JANUARY 2022**

should you wish to discuss matters relating to your child's program.

To make an appointment, please contact us on **9071 9555**.



## VOLUNTARY CONTRIBUTIONS AND CHARGES



### THE 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 group's **2022 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, 1 JULY 2022**

## THE SCHEDULE OF CHARGES

### Course Charges

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 which 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 page 5.

When an activity is planned, and the student **chooses** to participate, parents will be notified of the final cost. These activities are not compulsory and students are not disadvantaged academically by choosing not to participate.

## THE SCHEDULE OF CHARGES

### Voluntary Approved Requests

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

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.
5. **Chaplain \$10:** This is a voluntary contribution which is passed onto the external provider who employs 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, department articles and activities that have happened throughout the year.
2. **VET Hospitality E-Learning Resource \$72:** Purchase of online 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.
3. **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.

### OPTIONAL EXTRA COST OPTIONS 2022



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 2022.

The school is unable to predict the exact cost of many of these proposed activities for 2022. 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 Show Perth Royal and Farm Skills competition - Years 10, 11 and 12 (October)	\$550
Agriculture Show Wagin Woolorama - Years 10, 11 and 12 (March)	\$230
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
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
Girls Leadership Camp	\$250
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
Library Bag	\$10
Music Accompanist – Year 11/12 Music exams	\$80/hour
Music Camp	\$550
Music Excursion	\$10
Music Festival entry – solo or group	\$5 group or \$10 solo
Music Instrumental Hire – for students in the Instrumental Music Program who require an instrument	\$110
Outdoor Ed – Canoeing camp	\$65 (plus food)
Outdoor Ed – Snorkeling camp	\$130 (plus food)
Outdoor Ed– Expedition Camp, Year 11/12	\$120 (plus food)
Perth International Arts Festival Camp	\$500
Phys Ed – Interschool Athletics, Swimming, Football (Boys and Girls), Cricket, Netball, Basketball	\$90
School Ball	\$70
Surfing Day Trip	\$30
Tournament of Minds National finals	\$1,400
Tournament of Minds State finals	\$400
Tournament of Minds T-shirt	\$30
VET Hospitality E Learning per year	\$72
University Aspirant Camp	\$575
Year 12 Dinner	\$40/head
Year 12 Leavers Jumper (ordered at the end of Year 11)	\$110

## PAYING CONTRIBUTIONS AND CHARGES

### Collection of Compulsory Charge Payments

Parents/guardians experiencing financial difficulties may be offered the option to pay in instalments. 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 7 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 2022.**
2. **Where payment is still not made by MONDAY 1<sup>st</sup> August 2022, a debt collection agency will be engaged to pursue recovery of Compulsory Charges directly from the relevant paying parent.**
3. **Outstanding charges** are carried across 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.

### Accepted Payment Methods

*We accept the following payment methods:*

 **Cash**



**Qkr!** (pronounced 'quicker') - the secure and easy way to order and pay for school fees and excursions from your phone at a time and place that suits you. The app can be downloaded for free on smart phones, ipads, laptops and desktop computers. **(PREFERRED)**



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



**Credit Card Payments** can be made in person or over the phone

**Direct Debit** Form to be completed to automatically draw the payments from your nominated account



**Direct Deposit** (via internet banking)

Account Name: **Esperance Senior High School**  
Bank: **Commonwealth Bank**  
BSB No: **066 040** Account No: **1990 1279**  
Reference: **Students Full Name**  
Email: **Esperance.SHS.Finance@education.wa.edu.au**

## 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.

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

Applications can be made commencing **Monday 31<sup>st</sup> January 2022**

The closing date for applications is **Friday 8<sup>th</sup> April 2022**

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### Frequently Asked Questions

#### **Q1 Who is eligible for the Secondary Assistance Scheme?**

To be eligible for the allowance, the parent/guardian must hold a Centrelink Health Care Card or Centrelink Pensioner Concession Card or a Veterans' Affairs Pensioner Concession Card (blue) card that is valid for at least 4 weeks at the time of applying (during term one).

#### **Q2 At what age is a student eligible for Secondary Assistance?**

Years 7-12 and up to and including the year the student turns 18.

#### **Q3 A student is receiving ABSTUDY payments. Can they also receive Secondary Assistance?**

If the student qualifies for Centrelink ABSTUDY, then the parent/guardian can ONLY apply for ABSTUDY Supplement Allowance Payment which consists of \$79 Education Program Allowance, paid directly to the school. (Please note, Centrelink will make a payment of \$156.00 either directly to the school or parent resulting in a combined total payment of \$235.00, which is the same amount as the Secondary Assistance Scheme payment).

#### **Q4 A student is not listed on the parent's concession card. Can they still apply for Secondary Assistance? No.**

The only exception to this is if the student has turned 16 and has been removed from the family card and has been issued with his/her own card. The parent must still hold a card. Both cards must be presented at the school and sighted for validity, prior to accepting the form.

The only exception to this is when a student holds their own health care card and has been declared 'Independent' by Centrelink (e.g. Independent Youth). In this instance, a letter of confirmation or statement from Centrelink needs to accompany the application and the clothing payment will be made directly to the student. The supporting Centrelink documentation must specifically have the word "Independent".

#### **Q5 Can a grandparent who has primary care of the child apply for Secondary Assistance?**

Yes, if the grandparent is the recognised guardian(s) and the student is listed on the grandparent's card. (This would need to be discussed and approved by Centrelink)

#### **Q6 A parent has been granted a concession card after first term. Are they still entitled to claim Secondary Assistance?**

No, the card must be valid sometime in first term except where they have arrived from overseas after first term.



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