

1 November 2023

Dear parents and guardians,

Hazel Glen College is looking forward to another great year of teaching and learning and would like to advise you of Hazel Glen College's voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support, whether that is through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to provide an enriched learning and teaching program for every student and is highly valued by our community. The commitment from parents to contribute benefits students and results in improved achievement outcomes, wellbeing, and engagement in learning. At Hazel Glen College, we design and develop learning and teaching programs drawing on the best educational knowledge and practices and strive to offer broad and enriched opportunities to students that are above and beyond what is required in the standard curriculum and what is provided by the Government funding. Our School Council is proud of the excellent quality of our facilities and resources available for our students to enjoy and few schools match the numerous programs we offer to cater for students' needs and interests.

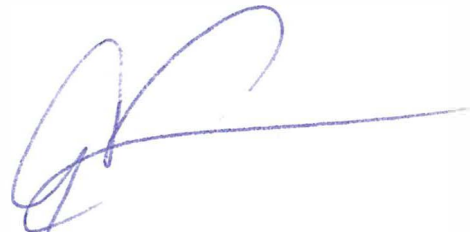
For detailed information of the 2024 Parent Payment Policy, please refer to our website: [Curriculum Contributions – Hazel Glen College \(hgc.vic.edu.au\)](https://www.hgc.vic.edu.au/curriculum-contributions)

For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Yours sincerely,



Neil Baillie  
Acting College Principal



Greg Davis  
College Council President

## Student Stationery List for 2024 Year 1

The **College** will provide students with the following stationery items. **Please note these will be given to your child's classroom teacher in 2024.**

- 4 Educ8 A4 18mm 64 Page Exercise Book
- 4 Educ8 Scrapbook 64 Page 100gsm
- 1 Visual Art Diary A4
- 1 Plastic Book Tub Purple
- 1 Primary Years Diary

We ask that **parents** supply students with the following stationery items. **Please send these with your child in 2024.**

- 1 Pencil Case
- 10 Triangular HB pencils grey lead
- 1 Document Wallet Orange
- 1 Ruler 30cm Wooden Micador Essential
- 2 Faber Castell Tri-Grip Coloured Pencils Assorted Box 12
- 2 Faber Castell Connector Pens Wallet 12
- 3 Whiteboard Marker Chisel Black
- 1 Educ8 Twist Crayons Pk 12
- 4 purple pencil
- 4 Maxi-Stick Glue Stick 36 gram
- 1 Sharpener Pencil Metal Double Hole
- 1 Clear PP Envelope A4 with Button
- 1 Scissors

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
Year 1 Classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper (\$10)</li> <li>• STEAM – (\$10)</li> <li>• Mathematics – numeracy blocks (\$10)</li> <li>• English – book boxes (\$10)</li> <li>• Sports – equipment (\$9)</li> </ul>	\$49.00
Year 1 Online Subscriptions <ul style="list-style-type: none"> <li>• JAMF (\$10)</li> <li>• Seesaw (\$10)</li> </ul>	\$20.00
Year 1 Stationery – List Attached	\$25.00
Year 1 Student ID Card	\$12.00
Year 1 Printing and photocopying of worksheets and learning materials	\$27.00
Year 1 Whole School Event <ul style="list-style-type: none"> <li>• House Performing Arts Day</li> </ul>	\$5.00
<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
First Aid Equipment	\$5.00
Student and Parent Communication Tools	\$5.00
<b>Total Amount</b>	<b>\$148.00</b>

### Extra-Curricular Items and Activities

Hazel Glen College offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis. Any extra – curricular items or activities will be published on Compass in a timely manner with payment plan options available.

### Financial Support for Families

Hazel Glen College understands that some families may experience financial difficulty and offers support options, including:

- the Camps, Sports and Excursions Fund
- maintaining contact with families and revisiting agreed arrangements when requested
- referring families to government or community support programs

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

Margie Bott

Ph: 03 9717 7500 | Email: [accounts.receivable@hazelglencollege.com](mailto:accounts.receivable@hazelglencollege.com)

**Total**

Category	
Curriculum Contributions	\$138.00
Other Contributions	\$10.00

**Payment methods**

**Please pay via one of the methods below.**

- Compass
- Bpay Payments can be accepted (Please contact Margie in the College Administration Office to obtain your Family Bpay Biller Code)
- Credit Card Payment via Telephone
- Complete and return the Credit Card Payment slip below



*To be completed for payments by Credit Card: Amount \$.....*

*Please charge the above amount to my: Visa  Mastercard*

**Card Number**    **Expiry Date:**

**Cardholder's Name:** ..... **Signature:** .....

**Contact Phone Number**..... **Child's Name**.....

**Refunds**

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW



### FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



### PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

#### Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

#### Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

#### Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



### FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



### SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.