**STAWELL SECONDARY COLLEGE**



79 – 97 Patrick Street, Stawell 3380 Victoria

Postal Address: PO Box 202 Stawell 3380 Victoria

Tel: +61 3 5358 1700, Fax: +61 3 5358 3096 Email: [stawell.sc@edumail.vic.gov.au](mailto:stawell.sc@edumail.vic.gov.au)

School No: 01/8731/29  
 Provider Name: Department of Education and Early Childhood Development, Victoria. CRICOS No: 00861K

6 November 2023

Dear Parent/Guardian/Carer,

Stawell Secondary College would like to welcome you to Stawell Secondary College..

We are now looking forward to another exciting year of teaching and learning ahead and would like to advise you of Stawell Secondary College’s voluntary financial contributions for 2024.

Our Stawell Secondary College School Council are very aware that families are facing a difficult financial climate with many of the costs associated with children continually increasing. With all of this in mind, our School Council have made the decision that there will be no increase from the 2023 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 assistance for our students. We want to thank you for all of your ongoing commitment. This has made a huge difference to our school and the programs we can offer.

Within our school this commitment has allowed us to offer our students a number of advantages including a wider range of subjects, special curriculum experiences and involvement in exciting local events.

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

Also included is all the information you require to assist you in ordering your 2024 Year 7 student’s books and the dates for the school year.



We are thrilled to announce that, following the feedback

from students and parents, we are introducing a new

school polo top from the start of 2024.

**The most exciting news is that EVERY student will receive**

**a free polo top at the commencement of 2024**. There will

be more information closer to the end of the year on how

your children will receive their complimentary tops.  
Our new top will be available from Fosters Mensland in   
January 2024.

Students will be able to also wear the existing white polo

top until the end of 2024.

Another change to our school uniform is that our approved footwear will be black shoes or boots with no visible logo or patterns.

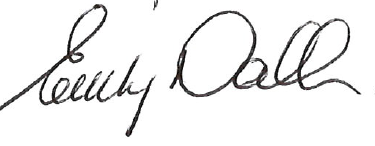
The final change to our school uniform will be the introduction of a new sports top. This top will replace the previous red top with a new modern design and improved fabric. The current red polo top may be worn until the end of 2024. The new design will be available from Fosters’ Mensland in January 2024.





Please do not hesitate in contacting the school if you have any concerns on any of the information provided in this letter.

Yours sincerely,





Murray Hart Emily Dalkin

Principal School Council President



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| **Curriculum Contributions** - items and activities that students use, or participate in, to access the Curriculum | **Amount** |
| **YEAR 7 2024** |  |
| Year 7 Student ID Card | $5.00 |
| Year 7 School hat | $15.00 |
| Year 7 classroom consumables, materials & equipment   * Art – paint, crayons, canvas, coloured paper ($24) * Food Tech –flour, butter, fruit, vegetables, meat, rice, pasta ($20) * Science – chemicals ($20) * Woodwork – timber, screws & nails ($25) * Health and Physical Education - equipment ($15) | $104.00 |
| Year 7 online subscriptions   * Digital Jacaranda Supercourse VIC Maths Quest ($40) * Language Perfect ($20) * Stile - Science ($10) | $70.00 |
| Year 7 printing and photocopying of worksheets and learning materials | $130.00 |
| Year 7 whole school events   * Athletics carnival - entry and transport ($1.50) * Swimming carnival – entry and transport ($2.50) | $4.00 |
| **Other Contributions -** for non-curriculum items and activities | **Amount** |
| School Sports Victoria membership | $7.00 |
| Student wellbeing programs | $30.00 |
| **Total Amount** | **$365.00** |

**Educational items for students to own**

Our Book List, which displays a list of items that the school recommends you purchase from Campion Books for your child to individually own and use, is included with this letter. Ordering with Campion Books is only available online. Families may choose to purchase some or all the items elsewhere, but we encourage you to use the Book List as a guide to what you are invited to purchase.

The log in details are [www.campion.com.au](http://www.campion.com.au) using “PGPB” as your code. You will also be able to access the Book List using the school website: [www.stawellsc.vic.edu.au](http://www.stawellsc.vic.edu.au)

A one page ‘How To’ sheet is included with this letter.

If you require assistance in lodging your book list with Campion, please phone our school office on 5358 1700 to make an appointment for our office staff to assist you to enter your order or to answer any of your questions.

All Book Lists should be completed by Sunday 17 December 2023 to ensure your students will have all of their items for the first day of school in 2024.

You may select to have your Book Pack delivered to your home in January 2024 or you will be able to collect the pack from the school on Monday 29 January 2024 from 12 – 4 pm in the school’s Assembly Hall.

All students in Years 7 and 8 will study all subjects on the Book List. If your student is in Years 9 - 12 please find enclosed a list of your student’s subjects to assist in your Book List selection.

**Student Laptops in 2024**

**What are your options?**

To ensure the best possible access to information, communication technology and to meet the expectation that every student will have access to a laptop, Stawell Secondary College has made the following three options available to parents. Please note that if you indicate you would like to purchase or bring your own device, but change your mind, you can still access the library laptop option at any time.

OPTION 1: PURCHASE A DEVICE

* Parents may purchase a laptop from our preferred supplier 'Learning With Technologies' using the online portal [**http://stawellsc.orderportal.com.au**](http://stawellsc.orderportal.com.au)
* The portal offers parents multiple methods of payment including BPay, credit card & PayPal.
* The 3 laptops offered meet all the requirements that students will need for school use including options for insurance, warranty and accessories.
* Laptops purchased in 2023 will have delivery guaranteed for mid-January 2024.
* Laptops purchased through this site are sent directly to the school, enabling efficient distribution to students via Xuno. Students are then able to download their own free software from the education links provided using the students own Edupass details that will be provided by the school.
* Laptops purchased in this manner have the advantage of onsite repairs at Stawell Secondary College for all warranty and insurance issues.

OPTION 2: BORROW AND RETURN A LAPTOP FROM THE LIBRARY EACH DAY

* Upon signing a Borrowing agreement, a student receives the same computer each day which they collect from the library before school and return to the library after school between 3:30 and 3:45 pm. This may not be a new computer.
* Installation of all appropriate software included. No other software or music allowed.
* Access to school IT support staff for routine maintenance and problem solving.
* Warranty is arranged by the school.

OPTION 3: BRING YOUR OWN LAPTOP (BYOD)

Students bring their own laptop to school.  
 Laptops must be:

· Minimum Screen Size of 13.3″

· Core i3 Gen 10 Processor / AMD Ryzen 3 Processor

· 8GB RAM

· Operating System of Windows Professional 10 64Bit

· 256GB SSD Hard drive

· 7 Hour Battery

· 802.11 a/b/g/n wireless LAN

· Be less than 4 years old

In addition to the above please note that:

* + IT staff can offer support but cannot help with hardware or virus issues.
  + Repairs and warranty issues will need to be arranged and completed by the family.
  + Laptops are required to be insured by the family.
  + Once a BYOD device no longer fills the required specifications it will no longer be able to be used.
  + Please note: Apple devices CANNOT be used as these are not supported by our network technology.

Students who purchased a laptop as part of the Stawell Primary School laptop program will have their laptops connect to our school’s server.

All Year Seven students will be required to attend an induction session, early in Term 1, to fully inform them of the rules and responsibilities that are part of the laptop program at the school, and to teach students how to get the most out of the device that the family has selected to further their education.

Please do not hesitate to contact us if you have any questions.

**Extra-Curricular Items and Activities**

Stawell Secondary 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.

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| **Extra-Curricular Items and Activities** | **Amount** |
| Optional Year 7 Transitional camp - two nights in Halls Gap | $400 |
| Optional Year 7 Interschool Sports program | To be confirmed when destination  and events are known |
| Optional Year 7 private music lessons | $160 ($80 per semester) |
| Total Extra-curricular Items and Activities | |

**Financial Support for Families**

Stawell Secondary College understands that some families may experience financial difficulty and offers a range of support options, including:

* the Camps, Sports and Excursions Fund

Every Victorian child should have access to the world of learning opportunities that exist beyond the classroom. The Camps, Sports and Excursions Fund will ensure that no student will miss out on the opportunity to join their classmates for important, educational and fun activities.

CSEF will be provided by the Victorian Government to assist eligible families to partially cover the costs of school trips, camps and sporting activities.

If you hold a valid concession card or are a temporary foster parent, you may be eligible to for CSEF. Cards must be valid with Centrelink. Students can be aged from 6 to 18 years old. If a student is the holder of a Youth Allowance type card in their own name which is valid, the parent is eligible to apply for the CSEF.

The allowance will be paid to the school to use towards a child’s expenses relating to camps, excursion or sporting activities.

The annual amount per student is $250 for every secondary school student of eligible families, and payments will be made into the applicant’s school account.

How to apply: On Monday 29 January 2024 contact the school office to obtain a CSEF Application Form or download from www.education.vic.gov.au/csef. A copy of your Centrelink Concession Card will be taken when you return the completed form to school. A reminder will be published in the school newsletter, Connections, early next year.

If you have any questions please contact Marie Mcaloon, Business Manager.

* contact with a local community group who work with our school.

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

Marie McAloon

Ph: 03 5358 1700 Email: [Marie.Mcaloon@education.vic.gov.au](mailto:Marie.Mcaloon@education.vic.gov.au)

Every effort will be made to assist our families.

**Payment methods**

There are a number of options available to parents to finance all costs associated with your student’s education at Stawell Secondary College:

1. Payment in full. This payment can be by cash, cheque or EFTPOS for all debit and credit cards.
2. Parents can arrange regular direct deductions by contacting their bank or employer or using internet banking facilities. Parents choose the amount and the preferred regularity eg weekly, fortnightly or monthly. Parents may suspend or cancel these payments at any time. This process can commence any time after the enrolment form is submitted.

Families choosing this method of payment are not required to send individual payments for Extra-Curricular Items and Activities such as camps and sport events.

To deposit directly to the school please use the following details and quote your family name or your student’s name as a reference.

Account Name: STAWELL SECONDARY COLLEGE

Bank: COMMONWEALTH BANK OF AUSTRALIA

BSB: 063-528

Account Number: 10009073

Details: Student’s Name

1. BPAY facilities are available. Your relevant information will be available from the School Office.

**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.

**2024 SCHOOL DATES**

Monday 29 January 2024 School Office open from 8.30 – 4.00 pm for payment of Curriculum Contribution & CSEF applications.

Collection of Campion Book Packs from Assembly Hall 12 – 4 pm

Tuesday 30 January 2024…… Pupil Free day as Staff attend Professional Development

Wednesday 31 January 2024 All Year 7 & 12 students attend school.

Thursday 1 February 2024…… All students attend school

Term 1 finishes ………… 28 March 2024

Term 2 15 April to 28 June 2024

Term 3 15 July to 20 September 2024

Term 4 7 October to 20 December 2024

**SCHOOL UNIFORM**

Stawell Secondary College school dress.

Stawell Secondary College tartan skirt or approved navy trousers or approved navy shorts.

Stawell Secondary College navy and red polo top with logo.

Stawell Secondary College red jumper with school logo or Stawell Secondary College navy blue polar fleece with school logo or Stawell Secondary College rugby top with school logo.

Stawell Secondary College navy winter jacket with school logo

Black or white socks or navy tights.

Plain Black shoes or black boots with no visible logo or pattern.

Plain navy scarf, plain navy approved beanie or navy beanie with Stawell Secondary College logo or plain head scarf (school colours)

**Sports Uniform**

Stawell Secondary College red Sports and Physical Education Polo Shirt with logo, navy shorts, track pants and sports shoes.

**House Sports Uniform**

House-coloured t-shirt borrowed for House Events from House Leader and returned on the day.

Sports footwear.

**Year 12 Jacket**

Must be ordered through the school in Term 4 of previous year to starting Year 12.

**Sun Smart policy**

In line with this policy, during Terms 1 and 4, all students are encouraged to wear an approved broad-brimmed school hat when outside. This includes lunchtime and recess. Aside from headscarves worn for cultural reasons, hats should not be worn inside. Hats are supplied to all new students and replacement hats are purchased from the school canteen.

**parent PAYMENTS policy ONE PAGE OVERVIEW**

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|  | 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. |

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|  | 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). |

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|  | 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. |

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|  | 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. |

