

CONTRIBUTIONS AND CHARGES HANDBOOK

2024

Information for
Years 7 to 12



SUBJECT CONTRIBUTIONS AND COMPULSORY CHARGES

Welcome to parents/caregivers of students at Harrisdale Senior High School. This handbook, aims to provide you with clear information relating to your contributions and charges (school fees) for the 2024 school year. Harrisdale Senior High School directs its efforts towards keeping costs as low and as equitable as possible while maintaining our high standard of educational programs. The level for financial support requested of parents/caregivers for the education of your child, has been determined by the principal with the approval of our school board in accordance with legislation and authorities which include the School Education Act 1999 (WA) and Department of Education policies.

WHY IT IS IMPORTANT TO PAY CONTRIBUTIONS AND COMPULSORY CHARGES

The State Government through the Department of Education provides placement at educational facilities for all students who choose to attend Government schools. The Department also pays salaries of all teaching and non-teaching staff, plus costs such as repairs, maintenance and utilities. The Government does not provide for some of the goods and services which students use and it is reasonable to request parents/caregivers meet these costs. Each student is charged only for resources specific to each of their subjects which extends the schools capacity to add value to students' learning experiences, therefore each student's contributions and charges will vary according to their choice of subjects. Financial support provided by our parents/caregivers has always formed an important part of our schools annual financial planning. For example, parents/caregiver contributions and charges allow Harrisdale SHS to provide class sets of text books instead of students having to provide their own, materials for art and crafts, design and technology or equipment for physical education or science activities.

WHO SHOULD PAY?

Given that all students benefit from the collection contributions and charges, it is fair to expect that all parents/caregivers should pay the full total balance. From Year 9, parents/caregivers of students who choose more expensive option subjects, need to consider the costs during the subject selection process. All would agree that it is unfair for those parents/caregivers who meet their financial commitments to be seen to subsidise the education of those students whose parents/caregivers do not pay their contributions and charges.

Where charges are not paid, students will be counselled and redirected to low-cost subjects.

HOW MUCH CAN BE REQUESTED OR CHARGED?

For years 7, 8, 9 and 10 the maximum contributions Harrisdale Senior High School can request is fixed at \$235; however, additional charges above that figure can be requested for consumables and additional resources. For Years 11 and 12 there are no maximum charges set by the State Government, these are determined by the school. **Charges are costs for which payment is compulsory.** The school can request a 50% confirmation payment for these years.

TAFE CHARGES

Harrisdale Senior High School students may enrol in North/South Metropolitan Tafe to study certificates courses dependent upon their chosen pathway. The charges for these certificates are payable in advance to Harrisdale Senior High School. These charges are non-refundable should your child not complete the course or simply change their mind.

PAYMENT OF CONTRIBUTIONS and CHARGES

We recommend you start making plans now so that you are in a position to pay your contributions and charges. Accounts for all years, should be settled before commencement of the new school year, or as soon as possible during Term 1, using one of the methods outlined below. Accounts have been provided to you within this package.

METHODS of PAYMENT

ONLINE:

BPOINT is our preferred method of payment.
For quick access, scan here:



Please refer to your Contributions and Charges for details on your biller code and reference number.



via our website harrisdaleshs.wa.edu.au

Direct Deposit into school bank account
BSB 066 040
Account Number 19903573
(using Students Surname, First Name as reference.)

OR AT SCHOOL:

- EFTPOS (cheque, savings or credit card.)
 - Payment Plan direct debit from a bank or credit card, paid by instalments.
(Application must be completed at the school.)
- Please email harrisdale.shs.finance@education.wa.edu.au for further information.

COLLECTING CONTRIBUTIONS AND CHARGES

The school will actively seek full payment of contributions and charges from parents/caregivers of all students at Harrisdale Senior High School. The School Board supports the school taking a proactive approach to the collection of contributions and charges and in support of this process, has endorsed the following actions:

- Regular statements and unpaid billing item reminders will be sent home to parents.
- Parents who refuse to communicate with the school and have made no effort to pay will be sent reminder letters by the Manager Corporate Services. Where high-cost subjects are being studied, timetable changes of students to low-cost subjects that meet the WACE requirements may be made.
- Telephone calls made to the Fees Biller.

Parents/caregivers do need to be aware that charges are compulsory and can be referred to an external collection source if no effort is made to make payment prior to the school year ending.

A COMPASSIONATE VIEW

Whilst full payment of contributions and charges should be made prior to the start of the 2024 school year, or as soon as possible in Term 1. We acknowledge that for some families, the payment of contributions and charges can be challenging. To help overcome the problem of paying contributions and charges in advance, payment plans can be tailored to suit families in these financial circumstances. To arrange a payment plan, please contact the Finance Office on (08) 9397 8000 (option 3) prior to the commencement of the 2024 school year.

VOLUNTARY APPROVED REQUESTS

Pastoral Care

A contribution of \$25.00 supports the presence of a non-denominational chaplain who is an integral part of the school's pastoral care team and is not an employee of the Department of Education. This position is solely funded by the community and your donations.

P & C Contributions

The P&C (Parents and Citizens) Association seeks your support each year by appealing to parents for a contribution of \$20.00 per student. This enables the P&C to purchase much needed equipment and resources for student's use and relieve the pressure of a few volunteers to raise funds.

Library Contribution

The Library contribution is \$25.00 as the school is required to purchase a large and expensive range of equipment and books. Department of Education provides limited funding to provide resources for this centre.

Information Technology

We are requesting \$30.00 to assist with the upgrade, support, management, training and ongoing maintenance of the school's computer network.

Student Services

The Student Services contribution is \$20.00. Our Student Services team comprises the Student Services Associate Principal, Student Services Managers, School Psychologists, Student Support Coordinators/Officers, Community Health Nurses, Education Assistants and Year Coordinators.

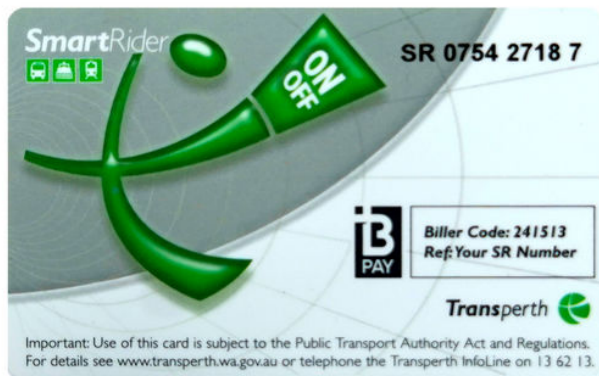
OTHER OPTIONAL COSTS

Printing Credit

\$15 printing allocation.

SmartRider Card

SmartRider cards are issued to all new students. The cost of the initial card is free. New students who have not had their photo taken should request to be photographed at Student Services. Replacement cards can be issued at a cost of \$5.00.



ADDITIONAL COST ITEMS 2024

EXTRA COST OPTIONAL COMPONENTS OF EDUCATIONAL PROGRAMS

(Anticipated Excursions, Incursions, Competitions and Other Activities)

As required by the Department of Education, parents and guardians need to be informed of the excursions, incursions, camps, competitions and other activities that may take place in 2024. Participation in these activities is voluntary. The charge listed is an estimated maximum amount that can be charged and will not be exceeded. There may be additional excursions that have no cost to the parents or guardians. For full list of additional cost items, see document on website.

REFUNDS

The school undertakes activities such as excursions, in-school performances, and camps on a self-supporting cost basis. If you have paid for an activity and your child cannot attend, please notify the school as soon as possible.

The refund may be credited to the student's account. If the school has incurred a cost for the activity on behalf of a student, this will be deducted from any refund, i.e bus costs, entry fee etc.

SECONDARY ASSISTANCE SCHEME

APPLICATIONS FOR SECONDARY ASSISTANCE ALWAYS CLOSE ON THE LAST DAY OF TERM 1.

EDUCATION PROGRAM ALLOWANCE (EPA) AND CLOTHING ALLOWANCE

The Western Australian Department of Education provides an allowance to assist eligible families with secondary schooling costs. Parents/guardians must apply for the Secondary Assistance Scheme each school year (annually), applications do not carry forward to future years.

To be eligible for the allowance the parent/guardian must hold a Department of Human Services (Centrelink) or Veterans' Affairs card that represents a statement of income for the family.

The allowance consists of two components:

- \$115 Clothing Allowance paid directly to the parent/guardian or the school.
- \$235 Educational Program Allowance paid directly to the school.

Applications can be made at the school by a parent or guardian of student/s enrolled in Years 7-12 studying a full-time secondary course at a Western Australian public school.

ELIGIBILITY CRITERIA

Parent or Guardian must hold one of the following cards:

- Department of Human Services (Centrelink) HealthCare Card
- Department of Human Services (Centrelink) Pensioner Concession Card
- Veterans' Affairs Pensioner Concession Card

The parent/guardian must be the holder of a card that is valid some time during first term. The only exception to this is when a student holds their own health care card and has been declared independent by Centrelink (e.g. Living Away from Home). In this instance, a letter of confirmation from Centrelink needs to accompany the application.

The allowance is paid up to and including the year the student turns 18 years of age.





**There are 7 \$100 Campion Vouchers
up for grabs!**

**Pay in FULL by the end of Term 1 2024 to be in the running.
RAFFLE WILL BE DRAWN TERM 2, WEEK 1 2024.**

PERSONAL ITEMS - BOOKLIST

Personal Items (Booklists) have been provided to you within this package. Online orders through Campion Education need to be completed by the cut-off date.

The school receives a commission for all orders processed through Campion. After a tender process, the school selected Campion as our Personal Items Lists supplier.

They provide very competitive prices and low delivery costs for our school community. **CAMPION ORDERS [HERE](#):**

Families are under no obligation to use Campion.



IMPORTANT DATES

SCHOOL RESUMES FOR STUDENTS: WEDNESDAY 31 JANUARY 2024

Payment of Voluntary Contributions and Charges will take place in the Administration Building. Secondary Assistance (Education Program Allowance) forms can be completed at this time.

THE SCHOOLS ADMINISTRATION OFFICE WILL BE OPEN:

Wednesday 24 January AND Thursday 25 January 2024 8:15am to 3:45pm

Monday 29 January AND Tuesday 30 January 2024 8:15am to 3:45pm

CLOSED Friday 26 January 2024 - Public Holiday

CONTACT

Contact our friendly finance team via the options below.

Email: harrisdale.shs.finance@education.wa.edu.au

Phone: (08) 9397 8000 press 3

Office Hours: 8:15am to 3:45pm Monday to Friday



www.harrisdaleshs.wa.edu.au