

# Year 7

## Parent Contributions and Uniform Information 2024

### WARRAGUL REGIONAL COLLEGE

Community | Achievement | Respect | Effort



A Proud History, a Bright Future

[www.wrc.vic.edu.au](http://www.wrc.vic.edu.au)





Dear Parent/Guardian

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

Schools provide students with free instruction to fulfil the standard curriculum requirements 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 offer our students a broader range of subjects and special curriculum experiences; enhanced digital learning opportunities; faster WIFI and internet and enhancement of our student wellbeing and student support teams that help, care for, and encourage both our students and families.

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

Yours sincerely

**NICOLE PRYOR**  
Principal

**DARREN McNAIR**  
School Council President

| <b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum  | <b>Amount</b> |
|--|---------------|
| <b>Year 7 classroom consumables, materials, and equipment</b> <ul style="list-style-type: none"> <li>• Art Materials – paint, special paper and pencils</li> <li>• Humanities and English projects created in the classroom</li> <li>• Ingredients for Food Technology</li> <li>• International cooking in LOTE</li> <li>• Materials for Design Technology projects</li> <li>• Materials for Digital Technology projects</li> <li>• Materials for Technology projects</li> <li>• Physical Education equipment</li> <li>• Online Subscriptions for learning activities</li> <li>• Student ID cards</li> </ul> | \$250.00      |
| <b>Other Contributions</b> - for non-curriculum items and activities   | <b>Amount</b> |
| Padlock  | \$15.00       |
| School Sports Victoria membership  | \$25.00       |
| Student wellbeing support programs - Any donation received supports wellbeing programs, school counsellors, mental health practitioners  | \$25.00       |
| Chaplaincy - Any donations received assist the college with meeting the cost of providing a full-time chaplain at the college  | \$25.00       |
| School grounds maintenance and improvements  | \$25.00       |
| <b>Tax deductible contributions</b>  |               |
| <b>Building fund.</b> A tax-deductible contribution all funds received are held in a separate account and are utilised for building works that directly benefits students. The nature of the work will be decided by the students. This will sometimes involve the saving of funds over some years to build up enough funds to do something of significance.   | \$            |
| <b>Library fund.</b> A tax-deductible contribution all funds received are held in a separate account and are utilised for the purchase of equipment or other items that directly benefits students. The nature of the purchase will be decided by the students. This will sometimes involve the saving of funds over some years to build up enough funds to do something of significance.  | \$            |
| <b>Total Amount</b>  | <b>\$</b>     |

### Educational items for students to own

Included with this pack is a year 7 booklist with a list of items that the school recommends you purchase for your child to individually own and use. Laptop information is included with this pack which lists a range of devices available and specifications of devices.

### Extra-Curricular Items and Activities

Warragul Regional 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.

| <b>Extra-Curricular Items and Activities</b>       | <b>Amount</b> | <b>Purchase (Please tick)</b> |
|--|---------------|-------------------------------|
| Year 7 Camp (horse riding included) 2024           | 463.00        |                               |
| Year 7 Camp (no horse riding) 2024                 | 378.00        |                               |
| Other optional excursions to be scheduled          | TBA           |                               |
| Instrumental Program Tuition Fee- per semester     | \$150.00      |                               |
| <b>Total Extra-curricular Items and Activities</b> |               | <b>\$</b>                     |

### 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.

## PLEASE COMPLETE AND RETURN TO ADMINISTRATION OFFICE

To make a Curriculum Contribution, Other Contribution or purchase an Extra-Curricular item or activity for your child, Warragul Regional College will use Compass Pay, Centrepay, Bpay, Direct Debit, Cash, Cheque, Eftpos. Please indicate on the tables provided on previous page, then enter the total below and return to Warragul Regional College by **8 December 2023**.

|                       |  |             |
|-----------------------|--|-------------|
| <b>Student's name</b> |  | Year 7 2024 |
|-----------------------|--|-------------|

### Total

| Category                              |    |
|---------------------------------------|----|
| Curriculum Contributions              | \$ |
| Other Contributions                   | \$ |
| Extra-Curricular Items and Activities | \$ |

### Payment methods

- **Payments can be made at administration office by Cash, Cheque or Eftpos**
- **BPay details can be obtained from the administration office**
- **Centrepay can either be set up through Warragul Regional College or Centrelink**
- **Direct Debit complete the form included and hand in at the administration office**
- **CompassPay login details available from administration office**

I authorise the school to deduct the following credit card payment. Please tick appropriate box.

Once only payment of \$ \_\_\_\_\_

Instalments of \$ \_\_\_\_\_ to be deducted. First payment to be deducted: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Card Type: VISA / Mastercard    Card Number: \_\_\_\_\_

Expiry Date: \_\_ / \_\_    CVN: \_\_\_\_    Amount: \$ \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_    Cardholder's Signature: \_\_\_\_\_

### Financial Support for Families

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

- the Camps, Sports and Excursions Fund
- payment plans for Extra-Curricular Items and Activities
- *State Schools Relief (SSR)*

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact the Business Manager - Frances Roberts on (03) 5623 9900.

# 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 requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- 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.



# DIRECT DEBIT REQUEST

PAYMENT AMOUNT: \$ \_\_\_\_\_ Payment frequency: Fortnight / Monthly  
Date first payment to be deducted: \_\_\_\_/\_\_\_\_/\_\_\_\_  
FAMILY CODE: \_\_\_\_\_

**COMPANY NAME: WARRAGUL REGIONAL COLLEGE**  
**ADDRESS: 55 BURKE ST WARRAGUL VIC 3820**  
**CONTACT DETAILS: 5623 9900**  
**ABN: 19320417831**

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**Request and Authority to debit the account named below to pay  
WARRAGUL REGIONAL COLLEGE**

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**Request and Authority to debit**

Your Surname or company name \_\_\_\_\_

Your Given names or ABN /ARBN \_\_\_\_\_  
"You"

request and authorise WARRAGUL REGIONAL COLLEGE 455849 to arrange, through its own financial institution, a debit to Your nominated account any amount WARRAGUL REGIONAL COLLEGE, has deemed payable by You.

This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from Your account held at the financial institution You have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

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**Insert the name and address of financial institution at which account is held**

Financial institution name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

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**Insert details of account to be Debited**

Name/s on account \_\_\_\_\_

BSB number (Must be 6 Digits) \_\_\_\_ - \_\_\_\_

Account number \_\_\_\_\_

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**Acknowledgment**

By signing and/or providing us with a valid instruction in respect to Your Direct Debit Request, You have understood and agreed to the terms and conditions governing the debit arrangements between You and WARRAGUL REGIONAL COLLEGE as set out in this Request and in Your Direct Debit Request Service Agreement

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**Insert Your signature and address**

Signature \_\_\_\_\_  
(If signing for a company, sign and print full name and capacity for signing eg. director)

Address \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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**Second account signatory**

(if required)

Signature \_\_\_\_\_  
(If signing for a company, sign and print full name and capacity for signing eg. director)

Address \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# DIRECT DEBIT REQUEST SERVICE AGREEMENT

**COMPANY NAME:** WARRAGUL REGIONAL COLLEGE

**ADDRESS:** 55 BURKE ST WARRAGUL VIC 3820

**CONTACT DETAILS:** 56239900

**ABN 19320417831**

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This is Your Direct Debit Service Agreement with WARRAGUL REGIONAL COLLEGE ABN 19320417831. It explains what Your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to You as Your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of Your Direct Debit Request (DDR) and should be read in conjunction with Your DDR authorisation.

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## Definitions

**account** means the account held at Your financial institution from which we are authorised to arrange for funds to be debited.

**agreement** means this Direct Debit Request Service Agreement between You and us.

**banking day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

**debit day** means the day that payment by You to us is due.

**debit payment** means a particular transaction where a debit is made.

**direct debit request** means the Direct Debit Request between us and You.

**us** or **we** means WARRAGUL REGIONAL COLLEGE 455849, (the Debit User) You have authorised by requesting a Direct Debit Request.

**You** means the customer who has signed or authorised by other means the Direct Debit Request.

**Your financial institution** means the financial institution nominated by You on the DDR at which the account is maintained.

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## 1. Debiting Your account

1.1 By signing a Direct Debit Request or by providing us with a valid instruction, You have authorised us to arrange for funds to be debited from Your account. You should refer to the Direct Debit Request and this agreement for the terms of the arrangement between us and You.

1.2 We will only arrange for funds to be debited from Your account as authorised in the Direct Debit Request.

Or

We will only arrange for funds to be debited from Your account if we have sent to the address nominated by You in the Direct Debit Request, a billing advice which specifies the amount payable by You to us and when it is due.

1.3 If the debit day falls on a day that is not a banking day, we may direct Your financial institution to debit Your account on the following banking day. If You are unsure about which day Your account has or will be debited You should ask Your financial institution.

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## 2. Amendments by us

2.1 We may vary any details of this agreement or a Direct Debit Request at any time by giving You at least fourteen (14) days written notice.

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## 3. Amendments by You

You may change\*, stop or defer a debit payment, or terminate this agreement by providing us with at least **14** days notification by writing to:

COMPANY NAME: WARRAGUL REGIONAL COLLEGE

ADDRESS: 55 BURKE ST WARRAGUL VIC 3820

Or

by telephoning us on 56239900 during business hours;

or arranging it through Your own financial institution, which is required to act promptly on Your instructions.

\*Note: in relation to the above reference to 'change', Your financial institution may 'change' Your debit payment only to the extent of advising us WARRAGUL REGIONAL COLLEGE of Your new account details.

## 4. Your obligations

- 4.1 It is Your responsibility to ensure that there are sufficient clear funds available in Your account to allow a debit payment to be made in accordance with the Direct Debit Request.
- 4.2 If there are insufficient clear funds in Your account to meet a debit payment:
- (a) You may be charged a fee and/or interest by Your financial institution;
  - (b) You may also incur fees or charges imposed or incurred by us; and
  - (c) You must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in Your account by an agreed time so that we can process the debit payment.
- 4.3 You should check Your account statement to verify that the amounts debited from Your account are correct

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## 5 Dispute

- 5.1 If You believe that there has been an error in debiting Your account, You should notify us directly on 5623 9900 and confirm that notice in writing with us as soon as possible so that we can resolve Your query more quickly. Alternatively You can take it up directly with Your financial institution.
- 5.2 If we conclude as a result of our investigations that Your account has been incorrectly debited we will respond to Your query by arranging for Your financial institution to adjust Your account (including interest and charges) accordingly. We will also notify You in writing of the amount by which Your account has been adjusted.
- 5.3 If we conclude as a result of our investigations that Your account has not been incorrectly debited we will respond to Your query by providing You with reasons and any evidence for this finding in writing.

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## 6. Accounts

You should check:

- (a) with Your financial institution whether direct debiting is available from Your account as direct debiting is not available on all accounts offered by financial institutions.
- (b) Your account details which You have provided to us are correct by checking them against a recent account statement; and
- (c) with Your financial institution before completing the Direct Debit Request if You have any queries about how to complete the Direct Debit Request.

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## 7. Confidentiality

- 7.1 We will keep any information (including Your account details) in Your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about You secure and to ensure that any of our employees or agents who have access to information about You do not make any unauthorised use, modification, reproduction or disclosure of that information.
- 7.2 We will only disclose information that we have about You:
- (a) to the extent specifically required by law; or
  - (b) for the purposes of this agreement (including disclosing information in connection with any query or claim).

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## 8. Notice

- 8.1 If You wish to notify us in writing about anything relating to this agreement, You should write to  
COMPANY NAME: WARRAGUL REGIONAL COLLEGE  
ADDRESS: 55 BURKE ST WARRAGUL VIC 3820
- 8.2 We will notify You by sending a notice in the ordinary post to the address You have given us in the Direct Debit Request.
- 8.3 Any notice will be deemed to have been received on the third banking day after posting.
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**centrelink**

Centrepay is a free direct bill paying service available to customers who receive an Australian Government Department of Human Services Centrelink payment, family assistance payment or Parental Leave Pay.

**Note:** If you use this form for family assistance lump sum payments or Parental Leave Pay provided by us, you **MUST** lodge this form with your completed claim **OR** before your family assistance lump sum payment has been made.

To arrange your deduction, choose one of the following options:

- go online [humanservices.gov.au/centrepay](http://humanservices.gov.au/centrepay) to register and to find out more information.
- call us on your usual payment number:

|                       |                     |
|-----------------------|---------------------|
| ABSTUDY               | <b>1800 132 317</b> |
| Disability and Carers | <b>132 717</b>      |
| Employment Services   | <b>132 850</b>      |
| Families              | <b>136 150</b>      |
| Seniors               | <b>132 300</b>      |
| Youth and Students    | <b>132 490</b>      |

**Note:** Call charges apply – calls from mobile phones may be charged at a higher rate.

To speak to us in languages other than English, call **131 202**.

- fax the completed form to **1300 766 412**.
- lodge your form online. To access online services or to find out how to register, go to [humanservices.gov.au/submitdocumentsonline](http://humanservices.gov.au/submitdocumentsonline)
- complete this form and return it to us in the reply paid envelope provided or post to:

**Department of Human Services  
Centrepay Services  
Reply Paid 7813  
CANBERRA BC ACT 2610**

This form **cannot** be used for:

- government housing authority deductions. Contact your local housing authority to start deductions,
- court fine deductions (except Tasmania). Contact the relevant Court Administration Office to start a new deduction, **and**
- employer provided Parental Leave Pay.

**Please use black or blue pen.**

**Note:** Do not attach any bills to this Centrepay form.

**PART A — Your details**

Family name

Given name(s)

Your date of birth

Phone number

 /  / 
 (  ) 

Your Centrelink Reference Number

 -  -  - 

**PART B — Type of request**

*(For more than one deduction a separate form needs to be completed)*

**If you want to:**

- START**  
a new deduction  You must complete **PARTS C, D and G**
- CHANGE**  
a current deduction  You must complete **PARTS C, E and G**
- CANCEL**  
a current deduction  You must complete **PARTS C, F and G**

**PART C — Service provider's details**

*(MUST be completed to start, change or cancel a deduction)*

Service provider's name

**Warragul Regional College**

Service provider's address

**55 Burke Street**

**Warragul**

Postcode

**3820**

Service provider's phone number

( **03** ) **5623 9900**

**Service provider's Centrepay Reference Number**

**Note:** You will need to get the Centrepay Reference Number from the service provider you are making payments to. This number always starts with 555.

**5 5 5** - **0 6 7** - **0 7 0** - **K**

Your **account number** with the service provider

Reason for payment (e.g. gas, electricity, water, private rent)

**PART D — to START a new deduction**

**From which payment do you want the deduction to be taken (e.g. Pension, Newstart Allowance, Family Tax Benefit or Parental Leave Pay)?**

**What amount do you want deducted?**

The minimum amount for most deductions is \$10 per fortnight.

You should check with your service provider to find out what amount you should be paying.

\$  One off payment  Fortnightly

**Which payment date do you want the deductions to start from?**

Your next available payment date  **OR** A future payment date

 /  / 

**Do you want to specify a target amount?**

Regular deductions will be made until the total (target) amount is reached or this deduction is cancelled.

No  Yes  Target amount

\$  **Go to PART G**



CLK0SA325 1407

**PART E — to CHANGE your current deduction**

**CHANGE your current deduction permanently** by providing a start payment date, the amount and the Centrelink payment type.

Start payment date

New deduction amount

/ /

\$

Payment type

**Change your current deduction temporarily** by also providing an end payment date. Your deduction will revert back to your regular amount after the end payment date nominated has been reached.

**Note:** The temporary period you specify can only be for a **maximum of 13 weeks**.

End payment date

/ /

**SUSPEND your current deduction temporarily**

You have the option to suspend your regular deduction for a temporary period. Your deduction will restart after the end payment date nominated has been reached.

**Note:** The period you specify can only be for a **maximum of 13 weeks**.

Start payment date

End payment date

/ /

/ /

**CHANGE your current TARGET AMOUNT for deductions**

We will send you a letter to let you know your target amount has been reached or less than \$2 remains and your deductions will stop.

New target amount

\$

**Do you want to change your deduction amount?**

No

Yes

New deduction amount

\$

▶ **Go to PART G**

**PART F — to CANCEL your current deduction**

**Note:** You are about to cancel your Centrepay deduction. Make sure you have other arrangements in place if required. If you would like to start this deduction again in the future, a new Centrepay request will need to be submitted.

**From which payment date do you want the cancellation to take effect?**

Your next available payment date  OR A future payment date

/ /

**PART G — Authorisation – read, sign and date the statement (MUST be completed)**

I authorise the Australian Government Department of Human Services to make the nominated deduction and pay the amount to the service provider (or as they direct).


**I give permission for:**

- the information I have provided on this form to be given by Human Services to the service provider (or their agent).
- the service provider I have nominated on this form to provide my correct account or billing number to Human Services if required.

**I understand that:**

- if my deduction has a target amount and the final deduction is set to pay less than \$2, my second last deduction will be increased by up to \$2 to cover the final amount.
- if I have a current Centrepay deduction and I lodge a new claim, that the existing deduction(s) will not be carried over to the new payment.
- if I have a current Centrepay deduction and I transfer to another eligible Centrelink payment in the future that my deductions will continue.
- it is my choice to have this amount deducted from my Centrelink payments, and I can change my Centrepay deduction at any time.
- if I stop using the service provider but do not stop my Centrepay deduction, the service provider may instruct Human Services to stop the deduction.
- if I change service providers, I may also need to advise Human Services to stop my previous deduction.
- when a payment has been made to a service provider after my deduction authority has been cancelled or suspended, Human Services may be able to assist me to recover the Centrepay deduction.
- if my deduction is for rent, any updates I make to my Centrepay deduction for rent will not automatically update my rent assistance. I will need to contact Human Services and update this separately.

Your signature



Date

/ /

**IMPORTANT INFORMATION**

**Privacy and your personal information**

Your personal information is protected by law, including the *Privacy Act 1988*, and is collected by the Australian Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim.

Your information may be used by the department or given to other parties for the purposes of research, investigation or where you have agreed or it is required or authorised by law.

You can get more information about the way in which the Department of Human Services will manage your personal information, including our privacy policy at [humanservices.gov.au/privacy](http://humanservices.gov.au/privacy) or by requesting a copy from the department.

## Camps, Sports and Excursions Fund APPLICATION Form

School Name

School REF ID

### Parent/legal guardian details

Surname \_\_\_\_\_

First name \_\_\_\_\_

Address \_\_\_\_\_

Town/suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact number \_\_\_\_\_

Centrelink pensioner concession OR Health care card number (CRN)

   -    -    -  OR

 Foster parent\* OR  Veterans affairs pensioner (Gold Card)\*\*

\*Foster Parents must provide a copy of the temporary care order letter from the Victorian Department of Families, Fairness and Housing (DFFH).

\*\*Applicants must provide a copy of the Veteran Affairs Gold card.

### Student details

| Child's surname | Child's first name | Student ID | Date of birth<br>(dd/mm/yyyy) | Year level |
|-----------------|--------------------|------------|-------------------------------|------------|
|                 |                    |            |                               |            |
|                 |                    |            |                               |            |
|                 |                    |            |                               |            |
|                 |                    |            |                               |            |
|                 |                    |            |                               |            |
|                 |                    |            |                               |            |
|                 |                    |            |                               |            |
|                 |                    |            |                               |            |
|                 |                    |            |                               |            |
|                 |                    |            |                               |            |

I authorise the Victorian Department of Education (DE) to use Centrelink Confirmation eServices to perform an enquiry about my Centrelink customer details and concession card status to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Victorian Department of Families, Fairness and Housing (DFFH) to provide the results of any enquiry to DE regarding temporary care orders.

I understand that:

- DFFH or Centrelink will use information I have provided to DE to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DE personal information including my name, address, payment and concession card type and status.
- This consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DFFH and provide it to my child's school so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DE.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to DFFH and/or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You can request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Camps, Sports and Excursions fund eligibility

Below are the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

### Criteria 1 – Eligibility

To be eligible\* for the fund, a mature minor of sixteen years of age or over, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one, or;
  - on the first day of Term two.
- a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
  - b) Be a temporary foster parent, and;
  - c) Submit an application to the school by the due date.

\* A special consideration eligibility category also exists. For more information, see: [Camps, Sports and Excursions Fund \(CSEF\): Eligibility | education.vic.gov.au](https://www.education.vic.gov.au/csef/eligibility)

Mature minors or parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

### Criteria 2 - Be of school age and attend school in Victoria

School is compulsory for all Victorian children aged between six and seventeen years of age inclusive.

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and eighteen years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooling, or TAFE.

#### Eligibility Date

For concession card holders, CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on **29 January 2024 and/or 15 April 2024**.

## Payment amounts

### CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: \$150.00 per year.
- Secondary school student rate: \$250.00 per year.

The CSEF is paid directly to the school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

**For ungraded students**, the rate payable is determined by the student's date of birth. For more information, see: [Camps, Sports and Excursions Fund \(CSEF\): Payment amounts | education.vic.gov.au](https://www.education.vic.gov.au/csef/payment-amounts)

**Foundation and Year 7 government school students** who are CSEF recipients are also eligible for a uniform voucher. Schools are required to make applications on behalf of parents, so please register your interest at the school.

## How to complete the application form

**NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN**

1. Complete the PARENT/LEGAL GUARDIAN DETAILS section.  
Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.  
If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.
2. Complete the STUDENT/S DETAILS section for students at this school.
3. Sign and date the form and return it to the school office as soon as possible. The CSEF program for 2024 closes at the end of term two 2024.

CSEF payments cannot be claimed retrospectively for prior years.

**Queries relating to CSEF eligibility and payments should be directed to the school.**

# STATE SCHOOLS' RELIEF

## 2024 Year 7 CSEF Uniform Package



**STATE  
SCHOOLS'  
RELIEF**

### INFORMATION FOR FAMILIES

Applications for the 2024 Year 7 CSEF uniform package will open from Monday 2<sup>nd</sup> October 2023 (beginning of Term 4, 2023).

### What you need to know.

#### Who is SSR?

State Schools' Relief is a not-for-profit organisation that works closely with all state government schools in Victoria. Each year, State Schools' Relief provides assistance to thousands of students experiencing financial disadvantage with school uniforms, footwear and a host of other essential educational resources.

#### Introduction to Camps, Sports and Excursions Fund

Through government funding the Camps, Sports and Excursions Fund (CSEF) was established to provide payments for eligible students to attend camps, sports days and excursions. To find out more, or to apply for assistance, please refer to the Department of Education and Training [website](#).

**SSR provides a uniform package each year to all Year 7 families/carers eligible for CSEF funding.**

#### 2024 Year 7 Uniform Package for CSEF recipients

Year 7 students for 2024 that are recipients of the Camps, Sports and Excursion Fund (CSEF) automatically qualify for the uniform package and/or vouchers.

#### What's in the package?

- One Pair school shoes (Shoes must be requested in UK sizes. The SSR shoe size conversion chart is available on our website)
- One \$85.00 voucher which can be used to purchase any uniform item/s at school uniform shop. Voucher is valid for 3 months from date of issue.
- The gap between the voucher amount and cost of items purchased is payable by parent/carer.

#### Cost to families

Where State Schools' Relief cannot supply uniform items directly, you will receive a voucher that subsidises the cost of the uniform items. The voucher can be redeemed at your child's school uniform shop, or independent uniform retailer, which will be listed on the voucher.

Families/carers receiving vouchers will be required to make a co-contribution payment towards the cost of the uniform items. The amount required to cover the gap will depend on the retail price and the State Schools' Relief subsidy.

The voucher provided by State Schools' Relief lists each approved item, and the maximum purchase value, that State Schools' Relief will cover. Check your school's uniform price list to work out how much extra you may need to contribute towards the uniform item. Please note vouchers do have an expiry date and must be redeemed before the expiry date.

## How do I apply for the CSEF Uniform Package?

Applications are made through your child's school. Please refrain from contacting State Schools' Relief directly as staff are unable to accept applications from parents/families or carers. Should you have any questions, or wish to apply for assistance, please speak with your child's 2024 school.

## How do I receive the uniform package?

- All items and/or vouchers provided by SSR will be delivered directly to your child's school. The school will then contact you to arrange handover of these items and/or vouchers.
- The voucher will advise whether you collect items from the school uniform shop or a retailer. If it's a retailer, please check with your school to find out the nearest store.
- If a uniform item costs more than the maximum subsidised amount, State Schools' Relief is unable to cover any further cost.
- If a uniform item costs less than the maximum subsidised amount, the difference cannot be redeemed or transferred to an alternate uniform item.

*Please note vouchers are not transferable and cannot be exchanged for cash; they cannot be used to purchase extra items and only the uniform item listed can be purchased with the voucher. State Schools' Relief does not make cash payments to schools or families/carers.*

## Terms and Conditions

- Only Year 7 students for 2024 that qualify for CSEF are automatically entitled to a uniform pack.
- Each student is eligible for one CSEF uniform pack.
- All vouchers have an expiry date, which is listed on the voucher. Vouchers must be redeemed within the time frame specified (90 days from issue date).
- If uniform items cost less than the stated subsidised amount on the voucher, any unused subsidy **cannot**:
  - be transferred to a different uniform item
  - be used to purchase an extra item; or
  - provided as cash to the school or the family/carers.

## What you need to do.

Your child's school will be in contact with you to order the 2024 uniform package.

# STATE SCHOOLS' RELIEF

## 2024 Year 7 CSEF Uniform Package



**STATE  
SCHOOLS'  
RELIEF**

### ORDER FORM

Applications for the 2024 Year 7 CSEF uniform package will open from Monday 2<sup>nd</sup> October 2023 (beginning of Term 4, 2023).

School Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date Of Birth: \_\_\_\_\_

#### How to use this order form

This form has been developed to assist schools with recording individual student uniform requirements. Please record the required sizes for your child and then return the form to the school.

#### Shoes

Please choose one shoe type only. Should you require assistance with sizing, the [SSR shoe size conversion chart](#) is available on our website. Indicate the shoe size in the appropriate column below (no half sizes are available).

#### Uniform

Eligible 2024 Year 7 students may use \$85.00 voucher on any combination of uniform. Please circle your choices below

| Shoe Type      | UK Size |
|----------------|---------|
| Darcy Lace Up  |         |
| Harper Lace Up |         |



Darcy



Harper

| NEW UNIFORM PRICE                    | SIZE      | PRICE |
|--------------------------------------|-----------|-------|
| Polo Shirt                           | 6 - 14    | \$29  |
|                                      | 16 - 5XL  | \$32  |
| White Shirt with logo (short sleeve) | all sizes | \$30  |
| White Shirt (long sleeve)            | all sizes | \$30  |
| Soft Shell Jacket                    | all sizes | \$75  |
| College Windcheater                  | all sizes | \$55  |
| Boys' Shorts                         | 8 - 16    | \$22  |
|                                      | S - 3XL   | \$24  |
| Boys' Trousers (special order)       | 10-16     | \$38  |
|                                      | S - 4XL   | \$43  |
| Summer Dress                         | 6 - 10    | \$55  |
|                                      | 12 - 16   | \$56  |
|                                      | 18 - 28   | \$58  |
| Winter Skirt                         | all sizes | \$75  |
| Girls' Slacks                        | all sizes | \$30  |
| Girls' Shorts                        | all sizes | \$25  |
| WRC Trackpants                       | all sizes | \$85  |
| Hat available                        |           | \$10  |
| <b>SPORT UNIFORM</b>                 |           |       |
| Sport Polo Shirt                     | 8 - 16    | \$39  |
|                                      | S - 5XL   | \$43  |
| Sports Shorts                        | 6 - 16    | \$20  |
|                                      | S - 4XL   | \$23  |

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_



# UNIFORM POLICY

## PURPOSE:

Our Uniform Policy reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the college community, and assist in developing pride in representing Warragul Regional College. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the Uniform Policy.

## AIMS:

- To develop a sense of pride in and identification with our College;
- To provide durable clothing that is cost effective and practical for the College environment;
- To enhance the positive image of WRC within the College community;
- To promote equality amongst all students.

## UNIFORM EXPECTATIONS

Warragul Regional College uniform items are listed below. All students are expected to wear only the uniform items from the list below.

### Uniform Items

- WRC summer dress
- Navy shorts – dress shorts (mid-thigh, no logos)
- Navy Skorts (mid-thigh, no logos)
- Black shorts- dress shorts (mid-thigh, no logos)
- Black dress pants/chinos (No logos, cuffs, rips, or bands)
- WRC Logo black tracksuit pants
- WRC winter skirt
- Navy or black tights (under dress or skirt)
- WRC Logo polo shirt
- WRC Logo white dress shirt (short sleeve)
- WRC plain white dress shirt (long sleeve)
- Navy, black or white socks
- Navy WRC Logo jumper (hoodie)
- Navy WRC Logo windcheater
- WRC Logo Spray Jacket
- WRC Logo Soft Shell Jacket
- Plain navy blue, black, burgundy or white beanies or scarves may be worn on cold days – hats are not to be worn in class.

**## WRC grey shorts and grey school trousers may still be worn but will be phased out of the uniform shop.**

### Sports Uniform

- WRC Logo sports shirt
- WRC Logo navy sports shorts
- WRC Logo black tracksuit pants
- Active wear pants (must change back into school uniform items above)
- Sneakers

### General

- Plain black shoes – Closed leather or similar (synthetic – not canvas or suede)
  - No colour logos
- Discrete jewellery and facial piercings
- Watches, bracelets and simple necklaces are permitted
- Discrete / professional cosmetics only
- Extreme hair colours and / or extreme hair styles (as determined by school leadership) are not permitted
- Students are encouraged to wear hats outside and to apply SPF30+ sunscreen





# PARENTS AND FRIENDS UNIFORM SHOP PRICE LIST AND ORDER FORM



Name : \_\_\_\_\_

Address : \_\_\_\_\_

Phone : \_\_\_\_\_ Year Level : \_\_\_\_\_ Date : \_\_\_\_\_

| NEW UNIFORM PRICE                    | SIZE      | PRICE | SIZE | QUANTITY | TOTAL |
|--------------------------------------|-----------|-------|------|----------|-------|
| Polo Shirt                           | 6 - 14    | \$29  |      |          |       |
|                                      | 16 - 5XL  | \$32  |      |          |       |
| White Shirt with logo (short sleeve) | all sizes | \$30  |      |          |       |
| White Shirt (long sleeve)            | all sizes | \$30  |      |          |       |
| Soft Shell Jacket                    | all sizes | \$75  |      |          |       |
| College Windcheater                  | all sizes | \$55  |      |          |       |
| Boys' Shorts                         | 8 - 16    | \$22  |      |          |       |
|                                      | S - 3XL   | \$24  |      |          |       |
| Boys' Trousers (special order)       | 10-16     | \$38  |      |          |       |
|                                      | S - 4XL   | \$43  |      |          |       |
| Summer Dress                         | 6 - 10    | \$55  |      |          |       |
|                                      | 12 - 16   | \$56  |      |          |       |
|                                      | 18 - 28   | \$58  |      |          |       |
| Winter Skirt                         | all sizes | \$75  |      |          |       |
| Girls' Slacks                        | all sizes | \$30  |      |          |       |
| Girls' Shorts                        | all sizes | \$25  |      |          |       |
| WRC Trackpants                       | all sizes | \$65  |      |          |       |
| Hat available                        |           | \$10  |      |          |       |
| <b>SPORT UNIFORM</b>                 |           |       |      |          |       |
| Sport Polo Shirt                     | 8 - 16    | \$39  |      |          |       |
|                                      | S - 5XL   | \$43  |      |          |       |
| Sports Shorts                        | 6 - 16    | \$20  |      |          |       |
|                                      | S - 4XL   | \$23  |      |          |       |
|                                      |           |       |      |          | \$    |

**Our College uniform items are supplied from Australian Stockists and are Made in Australia**

Full payment or lay-by deposit to accompany **ALL** orders; cash, cheque or EFT. Cheques made payable to *Warragul Regional College Parents and Friends (WRC P&F)*. To assist with ordering correct sizes, we recommend you see the full range at the Uniform Shop. *Second-hand uniforms and textbooks also available year round.*

**Second Hand book sales**

- *Second hand books on sale from Tuesday 28 November 2023 during normal operating hours*

**Normal Operating Hours:**

- *Tuesday 3:30 pm – 4:30 pm & Wednesday 1:00 pm – 4:30 pm*

**Additional Hours January 2024**

- *10 am – 2 pm - Tuesday 16, Wednesday 17, Thursday 18, Tuesday 23 January 2024*

**Thank you for shopping at the Parents and Friends Uniform Shop.**

**All profits are used by the College for the benefit of the students.**

|  |   |
|--|---|
| <p><b>OFFICE USE /LAY-BY</b></p> <p>Rec. No: .....</p> <p>Amount paid: .....</p> <p>Balance Owing: .....</p> | <p>Collected by: .....</p> <p>Signature: .....</p> <p>Date Collected: .....</p> |
|--|---|

# CANTEEN PRICE LIST 2023

## Healthier Food Healthy Eating

### Sandwich or Roll

|  |      |
|--|------|
| Pre-Made Roll  | 6.50 |
| Pre-Made Sandwich  | 5.00 |
| Buttered Roll  | 1.50 |
| Cheese & Tomato  | 4.00 |
| Cheese & Lettuce   | 4.00 |
| Garden Salad (Lettuce, Tomato, Carrot, Cucumber, Beetroot) | 6.00 |
| With Cheese/Mayo   | 6.50 |
| Roast Chicken/ Leg Ham                                     | 7.00 |
| Roast Chicken/ Leg Ham & Garden Salad                      | 8.50 |
| Roast Chicken & Avocado                                    | 7.00 |
| Leg Ham & Tomato   | 5.50 |
| Leg Ham, Cheese & Tomato                                   | 6.00 |
| Leg Ham & Cheese   | 5.50 |
| Toasted  | 1.00 |

### Extra Fillings

|  |      |
|--|------|
| Mayonnaise                                       | 1.00 |
| Onion, Tomato, Cucumber, Carrot & Lettuce (each) | 1.00 |
| Grated Cheese                                    | 1.50 |
| Avocado  | 2.00 |

### Salad Containers

|   |      |
|---|------|
| Garden Salad (Lettuce, Tomato, Carrot & Cucumber)   | 7.00 |
| With Cheese or Mayo                                 | 7.00 |
| With Chicken/Leg Ham                                | 8.00 |
| Wraps Chicken or Ham Lettuce & Tomato or Mayonnaise | 8.00 |

### Fruit

|                                  |  |
|----------------------------------|--|
| Seasonal prices and availability |  |
|----------------------------------|--|

### Streets Ice-Creams

|                                     |  |
|-------------------------------------|--|
| Variety at recommended retail price |  |
|-------------------------------------|--|

**PAYMENT BY EFTPOS IS AVAILABLE**

## Dietary Requirements Can Be Considered on Request

### Health Drinks

|   |      |
|---|------|
| Water bottle (750ml)  | 3.50 |
| Cool Ridge water (600ml)  | 3.00 |
| Fresh Orange Juice, Apple Juice, Apple & Passionfruit, Orange & Mango, Orange & Guava | 3.00 |

### Hot Foods

|  |      |
|--|------|
| Bakery Sausage Roll                                | 4.00 |
| Bakery Pie   | 4.50 |
| Bakery Beef, Cheese & Bacon Pie                    | 4.50 |
| Nachos- Salsa, Cheese & S/Cream                    | 5.00 |
| Chicken Burger with Lettuce & Mayo                 | 6.00 |
| Chicken Burger with Cheese & Tomato or Salsa Parma | 6.50 |
| Steamed Dim Sims                                   | 1.10 |
| Potato Cake  | 1.10 |
| Noodle Cups 70g<br>Beef, Chicken or Oriental       | 2.50 |

### Drinks

|  |      |
|--|------|
| Bottles (600ml)  | 4.00 |
| Cans (375 ml)  | 3.00 |
| Nippy's Chocolate, Iced coffee, Iced Honeycomb, Strawberry | 3.00 |

### Cakes and Slices

|        |      |
|--------|------|
| Slices | 4.00 |
| Donuts | 3.00 |

### Other Snacks

|                             |      |
|-----------------------------|------|
| Chips 45gm                  | 2.50 |
| Chocolates at retail prices |      |

**Online Lunch Orders  
available through Compass for  
Recess and Lunch,  
Click on the 'Canteen Tab'**



Warragul Regional College  
55 Burke Street, Warragul 3820  
Phone: (03) 5623 9900  
[warragul.co@education.vic.gov.au](mailto:warragul.co@education.vic.gov.au)  
[www.wrc.vic.edu.au](http://www.wrc.vic.edu.au)

The underlying concept expressed by the logo is that of dynamic youth emerging from a rural origin.

The horizon of the ploughed field points to the heart of youth as a gesture of the direction and input that the college gives into the lives of its students.

The human form has one hand leading into the future with the other held out calling others to participate.

The fluidity of the posture reflects the college's inclination toward the performing arts.

The burgundy alludes to the rich red soils of the area, while the navy blue speaks of the wide open spaces of the future.

The figure in the logo is stepping forward from the white space (the innocence of childhood) and out into the wider community.

The school motto "Participation and Excellence" reinforces the standard that the school aims to encourage.