THORNLIE SHS

ENGAGE INSPIRE ACHIEVE

Financial Information for Families

2025

Dear Parents/Carers

To all new and existing parents and carers, welcome to Thornlie Senior High School. Your support is greatly appreciated, and we look forward to having your family as part of our school community.

Please find enclosed a breakdown of the Voluntary Contributions and Compulsory Charges payable to Thornlie Senior High School for your child/ren in 2025. All Voluntary Contributions and Compulsory Charges in our school have been scrutinised and approved by the School Board.

Parents are advised that all funds from these payments are spent directly on items such as textbooks and equipment that benefit students and their learning. Every effort has been made to keep costs at their lowest possible level.

We have been delighted with our past response from our parent body in this matter and look forward to your continued support. This will help us maintain high-quality educational programs for the students at Thornlie Senior High School.

It is with this in mind that I ask for your support in paying the levied contributions and charges. Your contribution helps our school to work in partnership with families and the community to deliver an excellent education to your child.

I thank you for your support of our school. Best wishes to you and your family for the festive season and holiday period.

Yours Sincerely,

Donna McDonald
Principal

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SCHOOL POLICY

The school recognises that the socio-economic background of many families requires special consideration. The school's costing structure and tight budget rely heavily on prompt payment of school Compulsory Charges and Voluntary Contributions. Prompt payment also minimises administration time and costs involved in following up outstanding charges.

1. Accounts will be posted to parents at the beginning of the year.
   Reminder statements will be posted during the year or emailed to families where an outstanding amount is owed.

2. Parents/carers are encouraged to contact the school's Finance Officer if they are experiencing difficulties paying Charges and Voluntary Contributions by the due date. Payment arrangements can be negotiated and established.

3. Where parents/carers fail to respond to communications and/or a payment plan is not in place, a Collection Agency will be engaged to recover the outstanding charges for the previous year/s.

Full payment of Compulsory Charges must be made by Friday 26th September 2025.

YOUR ACCOUNT EXPLAINED

Please note that the information provided is an EXAMPLE ONLY to assist parents/carers in understanding the Charges and Contributions charge's structure.

Subjects / Other Items
These are the subjects that your child will be / is undertaking at school for the year.

Voluntary Contributions Year 7 -10
The school is requesting a voluntary contribution of up to $235 for each student towards the cost of materials, textbooks, services and facilities used by the students within their listed classes. The payment of these costs will make a significant contribution to the quality of educational programs delivered. Payment of these costs is encouraged and greatly appreciated.

Compulsory Charges
The amount listed under the Compulsory Charges heading MUST be paid in full by the due date.

Subject/Other Items		Voluntary Contributions	Compulsory Charges	Total
10CC - Year 10 Childcare		$ 45.00	$ 0.00	$ 45.00
10EN - Year 10 English		$ 25.00	$ 0.00	$ 25.00
10HASS - Year 10 Humanities & Social Sciences		$ 32.00	$ 0.00	$ 32.00
10HE - Year 10 Health Education		$ 17.00	$ 0.00	$ 17.00
10MA - Year 10 Mathematics		$ 30.00	$ 0.00	$ 30.00
10MED - Year 10 Media		$ 0.00	$ 50.00	$ 50.00
10PE - Year 10 Physical Education General		$ 15.00	$ 0.00	$ 15.00
10SC - Year 10 Science		$ 33.00	$ 0.00	$ 33.00
10SMF - Year 10 Spotlight on my Food		$ 0.00	$ 110.00	$ 110.00
Total for Voluntary Contributions and Compulsory Charges		$ 197.00	$ 160.00	$ 357.00
Other Optional Costs				
Tutoring Package	$ 15.00			
Year Book	$ 30.00			
Building Fund (Tax Deductible)	$ 25.00			
Total for Other Optional Costs				$ 70.00
Voluntary Approved Requests				
Reprographics	$ 25.00			
Library	$ 50.00			
Health and Student Services	$ 20.00			
P&C Association	$ 20.00			
Chaplaincy	$ 20.00			
Total for Voluntary Approved Requests				$ 135.00
TOTAL PAYABLE	Includes GST of $ 2.73			$ 562.00

CONTRIBUTIONS & CHARGES EXPLAINED

All Voluntary Contributions and Compulsory Charges assist in providing an educational program that meets the requirements of the Curriculum and complies with the guidelines issued by the Department of Education and the School Education Act 1999 (WA).

The school community is appreciative of the financial support given by parents and carers which enables staff to continue to offer quality educational programs, at the lowest possible cost to families. The School Board approves and endorses the level of voluntary contributions, compulsory charges, extra cost optional components and voluntary approved requests.

Please note that charges will roll over every year. If you are having difficulties, please contact the Finance Officer to discuss and arrange a payment plan on 6235 7900.

Compulsory Charges

Compulsory Charges must be paid. Compulsory charges from Years 7-10 are applied to elective subjects which students have selected, and parents/carers have approved. Years 11 and 12 are considered post-compulsory and therefore all charges are considered compulsory.

Full payment of Compulsory Charges must be made by Friday 26th September 2025.

Voluntary Contributions

Voluntary Contributions requested from parents go towards the cost of materials, services and facilities used by Year 7 to 10 students. A breakdown of how these funds is used is detailed further in this booklet.

Other Optional Costs

Building Fund ($25.00):	This is tax deductible. It contributes to improvements to school buildings and grounds eg. Canteen quad, classrooms, and facilities. Should you wish to claim this at tax time, please retain your Contribution & Charges sheet or request a copy of your receipt.
Tutoring Assistance ($15.00):	Thornlie SHS utilises online testing platforms to assist in the identification of literacy and numeracy deficiencies of students. The results of these tests are used to design the implementation of targeted intervention strategies to enable students to improve their literacy and numeracy skills to achieve Category 3 in all OLNA assessments (Reading, Writing & Numeracy). Students require this to achieve WACE at the end of Year 12.
Yearbook ($35.00):	This is the annual publication that highlights the year in review of events that have occurred throughout the year. This book will be available for collection the following year once they are received from the printer. Families will be notified when they are ready. If you only require one book per family or do not want a Yearbook, please advise the Finance Officer.

Voluntary Approved Requests

The school does not receive funding for these services and relies on family contributions. To assist in meeting the cost of other services offered to students, the school requests families to contribute to these:

Reprographics	This goes towards the costs associated with publications and other communications sent out to families throughout the year.	$25.00
Library	Provides students access to the library and additional resource materials that can be borrowed and utilised.	$50.00
Health and Student Services	Provides for the purchase and cleaning of loan uniforms that aligns with the school dress code policy. It also provides additional medical supplies including cold packs, first aid and other items for students' wellbeing. Student reward activities and peer support programs benefit from this provision.	$20.00
P & C Association	Provides annual membership of the Parents and Citizens Association and a contribution towards school programs.	$20.00

OTHER COSTS

Booklists

A separate information sheet is supplied for each year group outlining the personal items and subject-specific resources that students require. The items listed can be sourced from any supplier.

Lost/Damaged School Resources

If students lose/damage textbooks, library books or school resources, the student will be requested to pay for a replacement item to be purchased.

Printing credit

Each student will start the new school year with $5 printing credits. Students can purchase more credits from the Administration Office. The receipt then needs to be shown to the Library Staff who will allocate the printing credit to the student's account.

School Photos

Prices will vary depending on the package selected by the parent/carer through the external supplier. Details of these will be provided at the time of photos being taken.

Smart Rider Cards

The first Smart Rider card is free but if a replacement card is required the cost is $5.00. If paying by EFTPOS, this needs to be paid at the Administration Office and the receipt taken to the library for processing. Alternatively, cash can be paid directly at the library when ordering a new card.

Uniforms

School uniform is compulsory for all students and consists of shirts (School Polo and PE Polo), navy bottoms and school jackets. These requirements are government and school policy. Uniform pants, shorts, tops and jackets are available for purchase from Uniform Concepts in Willetton (please see separate Uniform Order sheet). Jackets, trousers, shorts, and skirts are to be navy and comply with the school uniform code, they can be purchased from other suppliers and can be worn.

The following speciality Items will be advertised when available for purchase:

- **Outdoor Education: polo (red)** *(Year 10, 11 and 12 Outdoor Ed)*
  This is available for purchase through the Finance Officer. Once paid, a receipt will be provided for students to take to the Phys Ed office for collection

- **Physical Education: polo (white)** *(Year 10 Phys Rec, Year 11 and 12 Phys Ed Studies (PES) & Sports and Rec (DSPR & ESPR)*
  This is available for purchase through the Finance Officer. Once paid, a receipt will be provided for students to take to the Phys Ed office for collection

- **Netball: dress, jumper**
  These are available for purchase when advertised through the Finance Officer. Once paid, a receipt will be provided for students to take to the Phys Ed office for collection.

- **Rugby: training top and shorts**
  These are available for purchase through the Finance Officer. Once paid, a receipt will be provided for students to take to the Rugby office for collection.

- **Cheer Dance: polo, jumper**
  These are available for purchase through the Finance Officer when advertised. Once paid, a receipt will be provided for students to take to the Performing Arts Centre office for collection.

- **Music: polo and jumper**
  These are available for purchase when advertised through the Finance Officer. Once paid, a receipt will be provided for students to take to the Performing Arts Centre office for collection.

- **Big Picture polo shirts**
  These can be purchased and collected from the Finance Officer.

- **Leavers Jackets**
  These are advertised to current year 11 students through Compass and assemblies with instructions as to how they purchase their leaver's jackets for the following year as a year 12 student.

EXTRA COSTS FOR 2025

These are voluntary activities in which the parents/carers or students can choose to participate in, e.g., social events, camps, carnivals, etc. A full list of these can be found on page 13. Please note that the prices provided are an indication of the maximum amount parents would be expected to pay; organisers will negotiate the best possible price for students.

During 2025 many students will have the opportunity to attend a camp, excursion, or incursion to enhance the learning program of their course. These are activities that do not relate directly to the school education program and will incur a charge to be paid by the parent/carer.

Listed below are the activities that are likely to run in 2025 and the estimated **maximum** amount that may be charged. This is a broad list of costs that do not include any costs that TSHS is not aware of at the time of printing.

Learning Area	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	All years
Big Picture Academy							
Big Picture Various Excursions				$75.00	$75.00	$75.00	
Big Picture Certificate Course					$350.00	$350.00	
Cheer & Dance							
Cheer/Dance Comp Team Camp							$300.00
Cheer/Dance Competition Teams							TBA
Cheer/Dance Uniform/costume							$150.00
Cheer/Dance Night Concert tickets							$15.00
English & Languages							
LOTE Excursion/Incursion	$10.00	$10.00	$10.00	$20.00	$10.00	$10.00	
LOTE Japanese Trip							$3500.00
HASS							
HASS Excursions							$40.00
Health & Phys Ed							
Interschool Carnival Aths & Swimming							$20.00
Netball Carnival/Interschool Carnivals							$60.00
Outdoor Ed Camp					$250.00	$350.00	
Rugby matches (bus/referee)							$10.00
Volleyball Competition							$25.00
Maths							
Maths Incursions/Excursions							$20.00
Science							
Science Competition							$7.00
Science Excursions			$14.00	$14.00	$100.00	$100.00	

STEM							
Robotics Competition							$500
Robotics Membership club	$30.00	$30.00	$30.00	$30.00	$50.00	$50.00	
Technologies							
Digital Tech TAFE Excursion/Big Day In							$6.00
Home Economics Excursion					$50.00	$50.00	
Home Ec Textiles Fabric/materials		$20.00	$60.00	$60.00	$30.00	$30.00	
The Arts							
Graphic Design							$30.00
Dance Production							$50.00
Music Concert tickets							$15.00
Music Uniform							$100.00
Music Stand for home use							$30.00
The Arts General Excursion	$10.00	$10.00	$10.00	$10.00	$20.00	$20.00	
The Arts Camp					$250.00	$250.00	
Year 11 & 12 – Senior School							
Careers Expo					$5.00	$5.00	
Graduation Breakfast						$35.00	
Graduation ticket (per person)						$25.00*	
School Ball ticket					$140.00	$140.00	
WPL White Card					$25.00	$25.00	
Year 7							
Year 7 Excursion	$40.00						
Year 7 - 12							
Colour Run							$10.00
Incursions (various)							$10.00
Smart Rider card - replacement							$5.00

* Subject to price increase from venue hire

PAYMENT OPTIONS

In 2025, the Administration Office will be open from Thursday 30th January 2025.
Office hours are: 8 am – 4 pm, Monday to Friday during School Terms.

In Person: cash, EFTPOS and credit card payments can be made at the Administration Office.

Via Phone: credit card payments can be made by calling 6235 7900.

Direct Deposit:

A/C Name:	Thornlie Senior High School
BSB:	066-162
Account:	10682762
Reference:	your child's name and year (eg Misty White Y7, 2025)

Payment Plan: this can be organised in person, over the phone or by completing the form attached at the back of this booklet and returning it to Thornlie.SHS.Accounts@education.wa.edu.au or in person to the Finance Officer in the Administration Office.

> *Did you know....* You can set up a regular ongoing payment plan to not only cover current school-related expenses but also costs for future years. It can be amended at any time and is a great way of setting money aside in readiness for deposits for the following year and extra-curricular activities. Simply complete the payment plan form attached and tick the ONGOING box to set up.

SAS: complete the form attached and see Student Allowances for more details.

REFUND POLICY

The refund or transfer of payments received will be completed in accordance with the Department's 'Refund of Charges and Voluntary Contributions in Secondary Schools' documentation.

Payments, including deposits for camps, excursions and incursions will not be refundable where there has been a cost to the school.

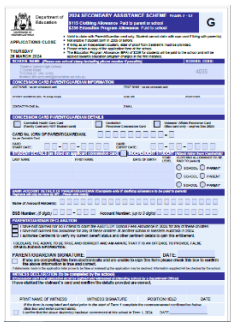
STUDENT ALLOWANCES

Secondary Assistance Scheme (SAS) – closes Friday, April 11th, 2025.

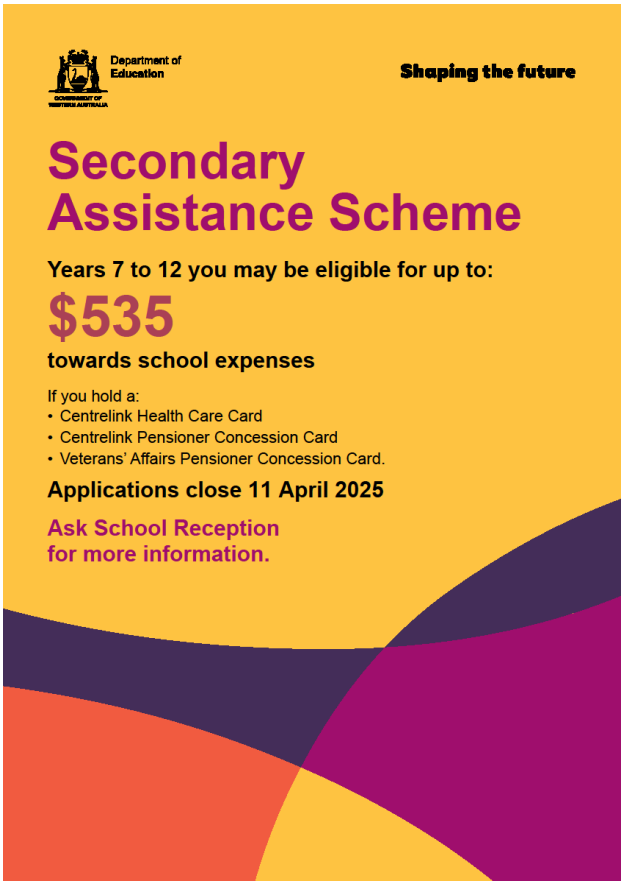
Education Program Allowance (EPA) is the amount of $235.00 that will be paid to the school for eligible parents/carers of students in Years 7 to 12 to cover the student's 2025 Charges and Voluntary Contributions.

Clothing Allowance Payment provides $300 (this year only) to claimants of SAS. Alternatively, you can nominate for this amount to be paid directly to the school to cover additional charges, costs or fees.

To access this scheme, parents or legal carers must hold one of the following cards:



Application forms and eligibility requirements will be available from the Administration Office, via the Thornlie SHS website and on Compass. Completed forms can be submitted from February 5th, 2025. Please note that the application and a copy of the valid card must both be presented together for the application to be processed.



IMPORTANT INFORMATION

Absentees, Late and Leave Early

Absences must be for legitimate reasons and should be reported by the parent or guardian to Student Services as soon as possible by any of the following methods whether the absence is for part of a day, all day, or many days.

If you require your child to leave school early, please notify Student Services by phone, note, email or SMS. Please ensure that you notify Student Services as soon as possible to allow time for the Leave Pass to be created and given to your child. Student Services will organise a Leave Pass for your child so they can leave class at the time you request.

You can contact Student Services by:
Phone: 6235 7965
SMS: 0407 479 120
Email: Thornlie.SHS.StudentServices@education.wa.edu.au
NOTE: Please include child/ren's name, year, date, time and reason for early departure, your name and signature. Your child will need to give the note to Students Services before school or during breaks.

For further information, please go to our website: www.thornlieshs.wa.edu.au

Student Record Update

In these current times it is very important that we be able to contact parents in an emergency. Please contact the school on 6235 7900 to request an Update Student Contact form if any details have changed or alternatively, please click here to download the form, complete the relevant sections and return to Thornlie.SHS@education.wa.edu.au or to the Administration Office.

ICT INFORMATION

Third Party Policy

For students to be able to access computers and the network at school, the Third-Party Policy needs to have been completed.

This can be done via scanning the QR code or this link:
Thornlie SHS Third Party Online Policies & Permissions

For more information regarding BYOD, please refer to our website for information on specifications, policies, forms, and partnership suppliers, JBHIFI and HP.

Bring Your Own Device (BYOD) 2025

Did you know students have free access to Microsoft 365?
Did you know you can get a great deal on BYOD devices?
For more information regarding BYOD, please refer to our website for information on specifications, policies, forms, and partnership suppliers, JBHIFI and HP.

- Thornlie SHS – BYOD information
- JBHIFI
- Hewlett Packard (HP)

IMPORTANT DATES FOR 2025

The Administration Office opens Thursday, January 30th at 9 am.

Term 1 2025 Wednesday 5 February – Friday 11 April	
Students Return	**Wednesday 5 February**
School Photos – individual	Friday 14 February
School Photos - catchup	Thursday 20 February
NAPLAN – Year 7 & 9 students	Wed 9 March to Mon 24 March
Public Holiday – Labour Day	**Monday 3 March**
Workplace Learning – Year 12 (week 9&10)	Mon 31 March to Fri 11 April
Last Day of term for students	**Friday 11 April**
Term 2 2025 Monday 28 April – Friday 4 July	
SDD - Student Free Day	Monday 28 April
Students Return	**Tuesday 29 April**
ATAR Exams – Year 11 & 12 (week 5&6)	Mon 26 May to Fri 6 June
Workplace Learning – Year 11 (week 5&6)	Mon 26 May to Fri 6 June
Exams – Year 10 (week 5)	Mon 26 May to Fri 30 May
Public Holiday – WA Day	**Monday 2 June**
Course Counselling – Year 10 students (week 8&9)	Mon 16 Jun to Fri 27 June
Last day of term for students	**Friday 28 June**
Term 3 2025 Monday 21 July – Friday 26 September	
SDD - Student Free Day (except WPL students)	Monday 21 July
Students Return	**Tuesday 22 July**
Workplace Learning – Year 12 (week 1&2)	Mon 21 July to Fri 1 August
Parent & Teacher Interviews	Wednesday 6 August
OLNA testing – Year 10, 11 & 12	Mon 8 Sept to Fri 19 Sept
Last day of term for students	**Friday 26 September**
Term 4 2025 Monday 13 October – Thursday 18 December	
SDD - Student Free Day	Monday 13 October
Students Return	**Tuesday 14 October**
Year 12 Dress up day and Morning Tea	Thursday 16 October
Year 12 Breakfast and Final Assembly	Friday 17 October
Year 12 Graduation Ceremony	Wednesday 22 October
OLNA – Year 9 & 10 (week 3 & 4)	Mon 27 Oct to Fri 7 Nov
Workplace Learning – Year 11 (week 5 & 6)	Mon 10 Nov to Fri 21 Nov
ATAR Exams – Year 11 (week 5 & 6)	Mon 10 Nov to Fri 21 Nov
Exams – Year 10 (week 6)	Mon 17 Nov to Fri 21 Nov
Last day of term for students	**Thursday 18 December**

Public Holidays for 2025

PUBLIC HOLIDAY	DATE
New Year's Day	Wednesday 1 January
Australia Day	Monday 27 January
Labour Day	Monday 3 March
Good Friday	Friday 18 April *(during School Holidays)*
Easter Monday	Monday 21 April *(during School Holidays)*
ANZAC Day	Friday 25 April *(during School Holidays)*
Western Australia Day	Monday 2 June
King's Birthday	Monday 29 September
Christmas Day	Thursday 25 December
Boxing Day	Friday 26 December

Note:

These dates are subject to change, but any changes will be advertised via Daily notices, newsletters, website and Compass.

Excursions and Incursions - Students must have parent/carer permission to attend any event that will be published via Compass. It is essential that parents/carers update email addresses as these are used as the primary form of communications.

If there are any changes to addresses, phone numbers, email addresses or contact details, it is essential to contact our office to have these updated as soon as possible.

Other Important Links

Website: www.thornlie.shs.edu.wa.au

Compass: https://thornlieshs-wa.compass.education/

Connect: https://connect.det.wa.edu.au

The following documents are provided in this package and/or can also be downloaded and returned to our Administration Office.

- Secondary Assistance Scheme form
- Payment Plan form
- Centrepay form
- Uniform Concepts pricelist 2025

UNIFORMCONCEPTS
NELL GRAY

Supplying Uniform to Thornlie Senior High School

2024/2025 UNIFORM PRICE LIST & ORDER FORM (effective from 1.10.24)

THORNLIE SHS ENGAGE INSPIRE ACHIEVE	**Student Name:**	
	Year:	**Date:**
	Parent / Guardian Name:	
	Phone Number - Mobile:	
	E-mail Address:	

UNISEX GARMENTS	4XS	3XS	2XS	XS	S	M	L	XL	2XL	3XL	4XL		QTY	PRICE*	TOTAL $
School Polo														$36.50	
School Shorts														$34.50	
Jacket														$75.00	
Track Pant														$46.50	
PE Polo														$36.50	
UNISEX GARMENTS	**10C**	**12C**	**14C**	**16C**	**S**	**M**	**L**	**XL**	**2XL**	**3XL**			**QTY**	**PRICE***	**TOTAL $**
PE Shorts														$34.50	
GIRLS GARMENTS	**4**	**6**	**8**	**10**	**12**	**14**	**16**	**18**	**20**	**22**			**QTY**	**PRICE***	**TOTAL $**
Cuff Shorts														$36.50	
RUGBY GARMENTS	**4XS**	**3XS**	**2XS**	**XS**	**S**	**M**	**L**	**XL**	**2XL**	**3XL**	**4XL**	**5XL**	**QTY**	**PRICE***	**TOTAL $**
Rugby Polo														$37.00	
Rugby Shorts														$36.50	
													GRAND TOTAL	**$**	

*** All Prices Are Subject To Change Without Notice **A 50% surcharge applies to all made to measure garments**

PAYMENT TYPE:	**$**		MasterCard		VISA		**DINERS, AMEX & CHEQUES ARE NOT ACCEPTED**
CARD NUMBER (16 DIGITS):							
EXPIRY DATE:						**3 DIGIT CCV NUMBER:**	
CARD HOLDER FULL NAME:							
CARD HOLDER SIGNATURE:							

Address: 30 Kembla Way, Willetton, WA 6155 Tel: 9270 4669

Email: willetton@uc.nellgray.com.au Website: nellgray.com.au

Open: Monday - Friday 9am - 5pm (Thursday 6pm) & Saturday 9am - 1pm

UNIFORMCONCEPTS

NELL GRAY

We would like to welcome you to our

Willetton Super Store

conveniently located at

30 Kembla Way, Willetton, WA 6155

A one stop shop for all your quality school uniform requirements.
Our friendly, experienced staff will make buying uniforms a breeze!

DURING TERM 4 2024

*All new students are encouraged to make an appointment with the uniform shop for a fitting during Term 4, thus avoiding long queues in January. Appointments can be made by scanning the **QR code below** or alternatively, you can contact the uniform shop on **9270 4669**. Please note that the most popular times for appointments are after 3pm weekdays and Saturday mornings so book early to avoid disappointment.*

Why not take advantage of our $20 Layby service?
Visit our store during Term 4 and secure your Back-to-School uniform order with just a $20 deposit, pay off the balance and collect your order before 25 January to avoid the rush, long queues, and last-minute panic!

Online Ordering available by visiting our website:

nellgray.com.au

OPENING TIMES

Mon, Tues, Wed, Fri:	**9am – 5pm**
Thursday:	**9am – 6pm**
Saturday:	**9am – 1pm**

Closed on Sundays, Public Holidays & partly during term breaks.
Please telephone for details.

Closed for the Festive Season from Thursday 19 Dec 2024 until Monday 6 Jan 2025.

Tel: 08 9270 4669 Email: willetton@uc.nellgray.com.au Website: nellgray.com.au

PAYMENT PLAN AGREEMENT

THORNLIE SHS
ENGAGE INSPIRE ACHIEVE

Parent/Carer Information (making agreement):

Name:					
Address:					
Suburb:		**State:**		**Postcode:**	
Email Address:					
Phone Number:					

Student/s Information:

Student's Name:		**Year**		**Owed**	
Student's Name:		**Year**		**Owed**	
Student's Name:		**Year**		**Owed**	
				TOTAL AMOUNT OWING: $	

Direct Debit Instalment Details

Complete the following card details:

Card Number:

Expiry Date:

CVV:

Name on Card: _____

Frequency | **Instalment Amount** | **Date of Commencement**

Number of Instalments or End Date:

☐ Do you want this to be an ongoing deduction?
(Including any amount noted above has been paid?) Tick the box for 'YES'

I, _____ agree to this payment plan agreement and will ensure all payments are successfully processed.

Parent/Carer Signature: _____ Date: _____

Centrepay

Centrepay is a free bill paying service used to arrange regular deductions from your Centrelink payment

You can start, change or stop using Centrepay whenever you like. It is voluntary and an easy payment option available to Centrelink Customers. Go to www.humanservices.gov.au/centrepay for more information on how to set up your Centrepay Deductions or complete the form below and we can set it up for you.

TSHS Centrepay	
Student/s Details	
Student Name & Year Group	
Student Name & Year Group	
Student Name & Year Group	
Card Holder Details	
Card Holder Surname	
Card Holder First Name	
Card Holder Date of Birth	
Payment Type *(ie FTB etc)*	
Centrelink Reference Number	
Deduction Amount Per Fortnight	
Target Amount or Ongoing	
Card Holder Signature	
Office Use Only	
Processed by	
Date	
Copy Attached	

Department of Education

GOVERNMENT OF WESTERN AUSTRALIA

2025 SECONDARY ASSISTANCE SCHEME YEARS 7 - 12

$300 Clothing Allowance Paid to parent or school
$235 Education Program Allowance Paid to school

G

APPLICATIONS CLOSE

FRIDAY
11 APRIL 2025

- Valid to claim with Parent/Guardian card only. Student cannot claim with own card if living with parent(s)
- Not eligible if student born in 2006 or before.
- If living as an independent student, letter of proof from Centrelink must be provided.
- Please retain a copy of the application form at the school
- The Education Program Allowance (EPA) of $235 for students will be paid to the school and will be applied towards education program charges in the first instance.

SCHOOL NAME	SCHOOL CODE
Thornlie Senior High School	4055

CONCESSION CARD PARENT/GUARDIAN INFORMATION

LAST NAME – as per concession card	FIRST NAME – as per concession card	
STREET ADDRESS (EG: 15 Jones Road)	SUBURB	POSTCODE
CONTACT PHONE No.	E-MAIL	

CONCESSION CARD PARENT/GUARDIAN DETAILS

☐ **Centrelink Health Care Card (Family Card only NOT Student card)**
☐ **Centrelink Pensioner Concession Card**
☐ **Veterans' Affairs Pensioner Card (Blue card only – expires Dec 2025)**

CARD No. (CRN OF PARENT/GUARDIAN): ☐☐☐☐☐☐☐☐☐-☐
(as per Centrelink Card)

CARD START DATE: ☐☐-☐☐-☐☐☐☐ **CARD EXPIRY DATE:** ☐☐-☐☐-☐☐☐☐

STUDENT DETAILS (As listed on applicant concession card) ☐ INDEPENDENT STUDENT *(Attach letter from Centrelink)*

LAST NAME	FIRST NAME	DATE OF BIRTH	YEAR LEVEL	CLOTHING ALLOWANCE TO BE PAID TO (select)
				○ SCHOOL ○ PARENT
				○ SCHOOL ○ PARENT
				○ SCHOOL ○ PARENT

BANK ACCOUNT DETAILS OF PARENT/GUARDIAN *(Complete only if clothing allowance to be paid to parent)*

Payments will only be made by EFT – Please write clearly

Name of Account Holder(s): ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

BSB Number: *(6 digits)* ☐☐☐-☐☐☐ **Account Number:** *(up to 9 digits)* ☐☐☐☐☐☐☐☐☐

PARENT/GUARDIAN DECLARATION

☐ I have **not** claimed this allowance for any of these children at another school in Western Australia in 2025.
☐ I authorise Centrelink to verify my current benefit status and other pertinent details to gain this entitlement.

I DECLARE THE ABOVE TO BE TRUE AND CORRECT AND AM AWARE THAT IT IS AN OFFENCE TO PROVIDE FALSE OR MISLEADING INFORMATION.

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

☐ **If you are completing this form electronically and are unable to sign this form please check this box to confirm the above information is true and correct.**

If statements made in the application later prove to be false or misleading this application may be declined. Information supplied will be checked by the school.

SCHOOL WITNESS DECLARATION

(Concession card and application must be sighted and witnessed at attending school by a Department Officer)

I have sighted the claimant's card and confirm the details provided are correct.

PRINT NAME OF WITNESS	WITNESS SIGNATURE	POSITION HELD	DATE

If the form is completed and dated prior to the start of Term 1 complete the commencement confirmation below (tick box and enter current date).

☐ I confirm that the above student(s) has/have commenced at this school in Term 1, 2025 DATE:_____

Department of **Education**

GOVERNMENT OF WESTERN AUSTRALIA

2025
SECONDARY ASSISTANCE SCHEME
PUBLIC SCHOOLS
Applications close - 11 April 2025

GENERAL INFORMATION

The Western Australian Government through the Department of Education provides an allowance to assist eligible families with secondary schooling costs.

Parents/guardians must apply for the Secondary Assistance Scheme (SAS) each school year (annually) – applications do not carry forward to future years.

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

The allowance consists of two components:

- $300 Clothing Allowance paid directly to the parent/guardian or the school.
- $235 Education Program Allowance paid directly to the school.

Application is made by the parent or guardian for 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:

- Centrelink Health Care Card
- Centrelink Pensioner Concession Card
- Veterans' Affairs Pensioner Concession Card

Please Note: The only Veterans' Affairs Card that meets the criteria is a blue card that is issued annually and expires in December each year. This card is income means tested.

The parent/guardian must be the holder of a card that is valid sometime during first term. Students must be listed on claimant's card (except for some year 11 and 12 students, or in cases of disability/health reasons). In this instance, the school must sight both concession cards. 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 which case, a letter of confirmation from Centrelink must accompany the application. The concession card must not be expired when applying for SAS.

The allowance is paid up to and including the year the student turns 18 years of age i.e. students born in 2006 or before are ineligible in 2025.

APPLICATION FORMS

Application forms should not be altered and are to be completed at the school or emailed during Term 1 only. If completing an application via email and/or signing the application electronically, applicants must also email a copy of both sides of their concession card with the application to the school. If the application form is completed prior to the commencement of Term 1, the school must complete the enrolment confirmation section to confirm attendance (forms dated by the school prior to Term 1, 2025 will not be accepted). Please ensure you keep a copy of the signed form for school records.

Personal information collected will only be used for the purpose of managing the SAS. The Department will not disclose your personal information for any other reason.

LATE APPLICATIONS

Late applications will only be accepted in extenuating circumstances and must be accompanied with a written explanation.

Eligible interstate or overseas students who are enrolled after first term may apply for the allowance. Date of enrolment must be noted on the application.

CONTRIBUTIONS AND CHARGES

Schools will receive the Education Program Allowance of $235 for SAS recipients. This will be applied towards education program charges in the first instance, with any residual to be applied to the voluntary contribution (for years 7 to 10) or as negotiated with the parent/guardian (for years 11 to 12).

CLOTHING ALLOWANCE

The clothing allowance of $300 will be paid to the parent/guardian unless indicated on the application form that you wish for it to be paid to the school. If payment is to be made to the parent/guardian, the payment will be deposited into the nominated bank account. It can take between 8 to 12 weeks to receive this payment.

PROCESSING OF PAYMENTS

Applicants must submit the completed form to their school with their concession card. The school must check the form for accuracy, view the concession card and witness the application. Schools will then submit applications to the Financial Planning and Resourcing Directorate for processing via:

- electronic file (via email) whilst retaining the **original application form at the school**

or

- posting the **original application forms** retaining a copy for the school records.

If you change any of your details supplied on the application form, please notify us as soon as possible on 9264 4516.

We will endeavour to have all clothing payments made to the parent/guardian by 31 May 2025.

FURTHER INFORMATION

Parents: For queries about an application, contact your school in the first instance.

Further queries can be directed to the Allowances Coordinator.

Telephone: (08) 9264 4516
E-mail: student.allowances@education.wa.edu.au