



## Parent Payments Policy

(Ratified by School Council: February 2015)

### **PURPOSE:**

School Councils are able to request payments or contributions for education items and services from parents and guardians for students in Victorian government schools in the three categories:

- essential education items
- optional education items
- voluntary financial contributions.

All administrative and financial processes are compliant with Department of Education and Training (DET) requirements, including CASES 21 financial reporting.

### **GUIDELINES:**

For the purpose of this policy the term *parents* is also inclusive of guardians or family members who are making payments for a student.

### **Parent Payment Categories**

#### ***Essential education items***

Are those items or services that are essential to support the course of instruction in the standard curriculum program that parents are responsible for and may choose to either provide or pay the school to provide.

These items can include:

- materials that the student takes possession of, including text books and student stationery;
- materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. home economics, ceramics, photography, catering);
- school uniform;
- transport and entrance for camps and excursions which all students are expected to attend.

#### ***Optional education items***

These can also be referred to as non-essential materials and services. These items are those that are provided in addition to the standard curriculum program, and which are offered to all students. These optional extras are provided on a user-pays basis and if parents choose to access them for students, they will be required to pay for each item.

These items can include:

- extra-curricular programs or activities e.g. instrumental music, dance classes
- school-based performances, productions and events

- excursions and incursions
- additional school items such as student/ class photographs.

### ***Voluntary financial contributions***

Are those items and services under which parents are invited to make a donation to the School, for example for grounds maintenance or building trust.

### **Requests for Payment**

Payments may be requested but not required prior to the commencement of the academic year in which the materials and services are to be used.

Payment requests or letters to parents will be itemised and the category each item falls under will be clearly identified as an essential education item, optional education item or voluntary financial contribution.

Upon making payment, receipts will be issued to parents in a timely manner.

Reminders for unpaid essential education items or optional items will be generated and distributed on a regular basis to parents, but not more than once a month.

Only the initial invitation for voluntary financial contributions and one reminder notice will be issued to parents and guardians.

All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

### **Payment Support Options**

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist parents, including:

- The School Kids Bonus, which is provided by Centrelink to help with education costs and is automatically paid in January and July to eligible families and students
- The State Schools Relief Committee support, applications can be made via the Principal to assist with clothing/uniforms
- Welfare and support agencies that have established partnership arrangements with schools to provide further assistance to students and their families.

No student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or voluntary contribution.

## **IMPLEMENTATION:**

### **Book Packs and Student Requisites**

Glen Waverley Primary School has spent considerable time selecting the most appropriate requisites to meet the needs of our students. The student book packs contain high quality materials at a competitive price due to our ability to bulk order.

Parents also have the option of purchasing equivalent materials from other sources. If parents choose to provide equivalent materials, this should be done in consultation with the school, as items should meet the specifications provided by the school. There may also be certain items that due to their nature may only be provided by the School.

### **Uniform shop**

In order to support parents in meeting the costs of their children's education the School Council authorises the operation of a second-hand school uniform shop.

### **Payment arrangements**

Parents will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions (a minimum of four weeks' notice prior to the end of the previous school year).

### **Payment Options**

Payments are kept to a minimum with payment requests and letters fair and reasonable. To further assist parents with payments, two payment options are available:

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| Option A | Full amount payment  |
| Option B | Alternative payment options are available through the school with parents encouraged to make an appointment with the Principal to discuss circumstances and available options. |

## **RELATED LEGISLATION:**

*Education and Training Reform Act 2006* (Sections 2.2.4.(1), 2.3.6 (1)(c), 2.2.

## **RELATED POLICIES:**

- Investment Policy

## **POLICY EVALUATION:**

Evaluation will be conducted annually by the Business Manager, Principal, Administration and Finance Committee of the School Council.

## **DUE DATE FOR REVIEW:**

This policy is due to be reviewed in February 2016.