

Rationale:

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 Student Learning Items**, **Optional Items** and **Voluntary Financial Contributions**.

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

D.E.T. GUIDELINES

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

Parent Payment Categories

1. Essential Student Learning Items:

Those items or services that the school considers are essential to support the standard curriculum program. Where practical and appropriate, parents or guardians may choose to purchase items through the school or provide their own.

These items 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)
- Swimming classes
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2. Optional Items

These items are those that are provided in addition to the standard curriculum program. All students have access to these items but they will be required to pay for them. 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 include:

- extra-curricular programs or activities e.g. instrumental music, dance classes;
- excursions and incursions
- Swimming classes
- interschool sport
- School camps
- school based performances, productions and events
- additional school items such as student/class photographs/ DVDs.

3. Voluntary Financial Contributions:

Parents or guardians may choose to make a donation to the school for a general or specific purpose. In some cases the contribution may be tax deductible, e.g. a contribution toward a building fund or library fund.

4. Payment Support Options

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. Families

Parent Payment Policy



experiencing financial hardship should contact the Principal or Assistant Principal to discuss support options.

A range of support options are available to assist parents:

- CSEF (Camps, Sports and Excursions Fund)
- The State Schools Relief Committee support, applications can be made via the Principal or Assistant Principal to assist with uniform and or shoes.
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No student will be treated differently, denied access or refused instruction to the standard curriculum for not making a payment or voluntary contribution.

Implementation:

1. **Student Requisites (Books and Stationery)**

Ormond Primary School selects the most appropriate student learning items to meet the learning needs of the children. Teachers and the executive team determine the class requirements and teachers and the executive team provide a book and stationery list for each year level.

Parents may choose to purchase student requisites via the school or, where applicable supply the student requisites themselves.

2. **Second Hand Uniform**

The School Council authorizes the operation of a second hand uniform arrangement.

3. **Payment Arrangements**

At the end of each year parents will be provided with at least four weeks notice of payment requests for *Essential Student Learning Items*, for the following year.

4. **Payment Options**

To further assist parents with payments, a number of payment options are available:

For Essential Student Learning Items, school incursions and excursions, Student Requisites

Option A A payment of the full amount.

(early-bird discount applies **for early payments**)

Parents can choose to pay for student requisites upfront or elect not to buy them from the school.

Option B A payment plan of four equal payments made through the year via credit card.

For Optional Items

A “Pay as you Go” option where parents can pay for single items as and when they arise. This option is available for school incursions and excursions, school camps, inter school sports, swimming programs, school photograph and DVDs,.

Ratified by School Council

Parent Payment Policy



Payment requests will be itemized and will be clearly identified as Essential, Optional or Voluntary payments.

Receipts will be issued to parents immediately upon making payment.

Reminders for unpaid **Essential Student Learning 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.

Renewal and Approval:

This policy will be evaluated and reviewed annually by the Finance Subcommittee and ratified by the School Council.

Essential Student Learning Items costs will be approved by School Council.

Resources

Education and Training Reform Act 2006 (Sections 2.2.4.(1), 2.3.6(1)(c))
DET School Policy & Advisory Guide
<http://www.education.vic.gov.au/school/principals/spag/management/Pages/parentpayments.aspx>

Ratified by School Council