

## **PARENT PAYMENT POLICY**

### **Purpose:**

To ensure that parent payment practices are consistent, transparent and ensure that all children have access to the standard curriculum.

### **Rationale:**

The Victorian community shares a vision to build an education system that champions excellence and ensures that every child and young person has access to the opportunities to succeed in life, regardless of their background or circumstances.

Schools are best placed to make local decisions which ensure that all students can access a broad range of learning opportunities that support their expectations and promote their aspirations as they move through the education system. Parent contribution, in all forms, assists schools to provide an enriched learning and teaching program for every student and is highly valued by school communities.

Learning and teaching programs vary across schools based on local needs and circumstances and reflect each school's priorities, decisions and resources. This, in turn, informs the parents charges approved by school councils that may vary from one school to the next.

### **Aims:**

#### ***This policy ensures that:***

- costs are kept to a minimum
- payment requests are clearly itemised under the three parent payment categories
- items that students consume or take possession of are accurately costed

- no student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or voluntary contribution
- access to enrolment or advancement to the next year level will not be withheld as a condition of payment for any of the three categories.

### **Implementation Strategies:**

#### **Parent Payment Categories**

**Essential Student Learning Items** are those items, activities or services that are essential to support the course of instruction in the standard curriculum program that parents or guardians are requested to pay the school to provide. These items may 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

**Optional education items** (or non-essential materials and services) are those that are provided in addition to or support instruction in the standard curriculum program, and which are offered to all students. These optional extras are provided on a user-pays basis and if parents and guardians choose to access them for students, they will be required to pay for them. These items include:

- extra-curricular programs or activities eg swimming, camps, excursions
- school-based performances, productions and events

**Voluntary financial contributions** are for items and services to the school such as grounds maintenance or building trust. Parents or guardians are invited to make a donation to the school to support the funding of these goods and services.

#### **Other support options**

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

State School's Relief Committee Support. This is via the principal to assist with uniforms and shoes.

Department of Education and Training also have a Camps, Sports and Excursion Fund (CSEF) that will provide payments for eligible students to attend camps, sports and

excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. \$125 per year is paid for eligible primary school students. Payments are made directly to the school and are tied to the student. Parents are encouraged to apply for this funding by filling out an application form provided from the school.

### **Payment arrangements**

Parents and guardians will be provided with early notice of payment requests for essential items, optional extras and voluntary financial contributions.

Costs will be kept to a minimum with payment requests/letters fair and reasonable. To further assist parents with payments, parents are welcome to make payments in full, spread across each term, weekly or as best suit them.

The following are available at Wembley Primary School:

- QKR, Bpay, cash, cheque, bank transfer and eftpos.

Additional information, answers to any questions and further details or payment options are available by contacting the office. The office is open from 8.00am-4.30pm each school day.

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

Receipts will be issued back to classrooms to be distributed to students once payment is made.

If payment is made via QKR app an automatic receipt is available.

Reminders for unpaid essential education items or optional extras will be generated and distributed to parents.

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.

<https://www2.education.vic.gov.au/pal/parent-payment/policy>

<https://www2.education.vic.gov.au/pal/parent-payment/guidance>

## **Family Discount Essential Student Learning Items**

A 10% discount on Essential Student Learning Items is available to families with 3 children increasing to 20% for the 4th and subsequent siblings attending concurrently.

## **Arrangements for Excursion and Incursion payments**

Full payment of the Excursion and Incursion Levy must be paid by the end of Term 1 or student/s will be excluded from attending upcoming activities in Terms 2, 3 and 4. Statements, Invoices and Sentral reminders will be sent out in Term 1 there will be no further reminders after this.

The only exception will be if an agreed active payment plan has been negotiated with the Business Manager prior to the end of Term 1. The negotiated payments will ensure each Term's activities are paid in full.

Nonattendance of individual incursion or excursion will not be refunded unless requested and agreed by the Principal. If approved the refund will be a family credit note on the student's file.

## **Family Credit Note**

A family credit note will be allocated if the annual costing of Excursion and Incursion is not fully expended and is greater than \$10.00 per child.

## **Evaluation**

This policy will be reviewed as part of the school's one year review cycle. School Council will review the level and purpose of parent payments and voluntary contributions annually and in doing so will be consistent with any advice or instruction received from DET.

This policy was last ratified by School Council on: 16 March 2020

Person responsible for this policy: Business Manager

Policy review date: March 2021