



# Parent Payment Policy



## **Rationale:**

All students in Victorian government schools must have free access to instruction that is offered by the school in the standard curriculum requirements. The Education and Training Reform Act 2006 also empowers school councils to charge parents for goods and services provided by the school to a child, as well as to raise funds.

Free instruction includes teaching staff, administration and the provision of facilities in connection with the instruction of the standard curriculum program, including reasonable adjustments for students with disabilities.

School Council can request payments from parents/guardians for essential student learning items, optional items and for voluntary contributions.

## **These payments fall into three categories:**

1. **Essential Student Learning Items:** These are items and activities that the school deems as essential for student learning, without which, students would be unable to access the school's delivery of the standard curriculum. Parents and guardians are **required** to provide or pay the school to provide these items for their child. (e.g. books, levies to support class programs)
2. **Optional Items;** are items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum. Students access these on a user-pays basis. Optional items include non-curriculum-based school events, optional excursions and camps, optional sporting or music programs and materials that don't relate to the standard curriculum such as school magazines.
3. **Voluntary Contributions** which parents and guardians may be **invited** to donate to the school (eg. Grounds projects/maintenance)

## **Aims:**

For Footscray West Primary School, to provide high quality learning opportunities for all students, by supplementing government funds with approved financial payments from parents/guardians.

## **Guidelines:**

- A variety of extra- curricular activities will be offered to compliment the educational program and these will be provided on a user-pays basis.
- Where families have difficulty making payments, they are encouraged to contact the Principal, Assistant Principal or Business Manager to discuss the range of support options available and negotiate an appropriate alternative arrangement. All communication with parents/guardians will be confidential, fair and reasonable.

## **Implementation:**

- The school will provide parents and guardians with early notice of requests for payment of essential educational items, optional items and voluntary contributions. A minimum of six weeks' notice will be provided to allow sufficient planning time
- School council will determine the annual amount of payments
- Students who are new to the school will be charged on a quarterly pro rata basis
- Details relating to all payments will be given with:
  - essential payment dates
  - options to make payments by installments
  - clear definition of the category of any payments
- Eligible parents may apply for the Camps, Sports and Excursion Fund (CSEF) which can be used for these purposes
- The school will only issue one request for voluntary financial contributions and one reminder notice
- Invoices for unpaid Essential Educational Items or Optional Items accepted by parents/guardians are generated and distributed on a regular basis, but not more than once a month
- Receipts will be issued for cheque, EFTPOS and cash payments received
- A copy of the policy will be provided on the school web site
- The Principal will ensure that all staff are aware of this policy and adhere to it
- School Council will review the level and purpose of payments and voluntary contributions annually and in doing so will be consistent with any advice or instruction received from DET.

## **Evaluation:**

- This policy will be reviewed annually.

This policy was last ratified by School Council in....

**December 2020**

