



# POLICY 17

## *Parent Payments*

### PURPOSE:

- Gordon Primary School  
To provide high quality learning opportunities for all students, by supplementing limited government funds with approved financial contributions and payments from parents.

### IMPLEMENTATION:

- School Council supplements Department of Education funds by requesting payments from parents for the following items;
  - **Curriculum Contribution Items** which parents and guardians are required to provide or pay the school to provide eg: stationary booklists, text books and uniforms etc.
  - **Extra Curricular items and Activities** which are offered on a user pays basis and parents can choose whether or not their child participates eg: school magazine, religious education, instrumental music tuition or instrument hire, camps and excursions etc.
  - In addition, School Council invites parents to make donations by means of:-
  - **Other Contributions** which are non-compulsory donations for specific projects eg: library resources, grounds projects, or technologies equipment.
- Parents will be made aware of the costs associated with all payments and voluntary contributions by December of the previous year, along with a recommended payments schedule.
- The payments schedule will include itemised details relating to all payments, an option to purchase goods elsewhere (where appropriate), essential payment dates, options to make payments by instalments, clear definitions of the category of any payments (ie: Essential, Optional or Voluntary), advice to parents to contact the principal if they require support or additional information.
- All payments and non-payments will be strictly confidential. The public identification of students or their parents where payments have or have not been received will not occur.
- All costs and processes associated with parent payments and voluntary contributions will be reasonable, will be defensible in relation to Department of Education requirements, and will be within the expectations and capacity of the school community.
- As with all parent payments to the school, Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the principal.
- Invoices for unpaid **Curriculum Contribution** and **Extra Curricular items and Activities** will be mailed monthly.
- Unpaid **Curriculum Contribution** payments will not result in any detriment by the school to the student or family. Unpaid **Extra Curricular items and Activities** payments may compromise a student's ability to be involved in the optional activity in question. Unpaid **Other Contributions** do not constitute a non-payment and will not result in any detriment by the school to the student or family.
- No collectors of any type, including debt collectors, will be used to obtain funds from parents or students.
- Parents who make voluntary contributions will receive letters of appreciation.
- The principal will ensure that all staff are aware of this policy and adhere to it.

### Communication of Policies

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training

- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Reminders in our school newsletter
- Hard copy available from school administration upon request

**REFERENCE/RELATED POLICY:**

**EVALUATION:**

This policy will be reviewed;

- as part of the school's three year review cycle.

**This policy was ratified by School Council on 11.8.21**

# parent PAYMENTS policy

## One Page Overview



### FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



### PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

#### Curriculum Contributions

Other Contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

#### Other Contributions

Other Contributions for non-curriculum items and activities that relate to the school's functions and objectives.

#### Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



### FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



### SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.