



PARENT PAYMENT POLICY

PARENT PAYMENT CHARGES

Kananook Primary School Council will annually review parent payments requested to ensure they are in line with Department of Education & Training guidelines. Charges will be clearly itemized, costed and categorized as Essential Student Learning, Optional Items or Voluntary Financial Contributions.

Parent contribution requests will be made in line with the principles of Educational value; Access, equity and inclusion; Affordability; Engagement and Support; Respect and Confidentiality; Transparency and Accountability

Parent contributions will be requested to assist the school in providing an enhanced teaching and learning program for every student in line with the school priorities.

PAYMENT ARRANGEMENTS AND METHODS

Parents will be provided with early notification of annual payment requests (a minimum of 6 weeks prior to the commencement of the school year). Reasonable notice will be given for any other payment requests during the year (i.e. excursions).

Parents will be permitted to make payments in instalments, and be provided with several methods of making payment including, cash, cheque, BPAY, or direct deposit. The ability to pay using Centrepay will also be available. Parents are able to enter into confidential payment arrangements by contacting the Business Manager (Anne Brooks) on 9786 6066 or kananook.ps@edumail.vic.gov.au

FAMILY SUPPORT OPTIONS

There are a number of support options available for parents including but not limited to;

- Second hand uniform if available
- Camps, Sports & Excursion Funding (CSEF) available to eligible parents
- State Schools Relief support available for uniforms/footwear/calculators/textbooks (via the Principal)
- Local community supports (Principal can provide further information)

Information regarding support options is available from the general office and will be advertised periodically in the Newsletter and on the website.

KANANOOK PRIMARY SCHOOL WILL ENSURE THAT:

- Items students consume or take possession of are accurately costed
- Payment requests are broadly itemized within the appropriate category
- Information on payment options is available, accessible and easily understood to all parents so that they know what to expect and what supports they can access
- Parents are provided with early notice of annual payment requests for school fees (i.e a minimum of six weeks' notice prior to the end of the previous school year). This enables parents to save and budget.
- Parents are provided with reasonable notice of any other payment requests that arise during the school year – ensuring parents have a clear understanding of the full financial contribution being sought
- The status and details of any financial arrangements are kept confidential and only shared with relevant school personnel
- Parents experiencing hardship are not pursued for outstanding school fees from one year to the next
- Use of debt collectors to obtain outstanding school funds owed to the school from parents is not permitted
- There will be only one reminder notice to parents for voluntary financial contributions per year
- Invoices/statements for unpaid essential items accepted by parents are not generated more than monthly or according to the parent payment arrangement with the school.



CONSIDERATION OF HARDSHIP

The school understands that families may experience financial difficulties or hardship at times and may be unable to meet full or part payments requested. Families are invited to contact the Business Manager to make payment arrangements or alternatively can contact the Principal for a confidential discussion and information regarding support options.

The office will provide the opportunity to discuss payment plan options and assist parents with setting up these arrangements.

COMMUNICATION WITH FAMILIES

The Parent Payment Policy and Implementation will be published on the school website.

General enquiries regarding parent charges may be made to the office on 9786 6066. Concerns should be directed in the first instance to the Business Manager.

MONITORING AND REVIEW OF THE IMPLEMENTATION OF THE POLICY

The School Council (via the Finance Committee) will conduct an annual review of the implementation of the Parent Payment Policy including addressing any concerns raised by the school community. Any changes to the Policy Implementation will be reported back to the community via notice on the schools website and report in the schools Newsletter.

Date of approval by School Council

27 / 10 / 2016