

PARENT PAYMENT POLICY



Help for non-English speakers.

If you need help to understand the information in this policy please contact the school office on 9786 6066

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

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.

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

- Available publicly on school website
- See-Saw for schools App
- Discussed at staff meetings and briefings as required
- Included in enrolment packs
- Hard copy available from school administration upon request

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.

COMMUNICATION OF THE POLICY

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

- Available publicly on school website
- See-Saw for schools App
- Included in induction processes for staff
- Discussed at staff meetings and briefings as required
- Included in enrolment packs
- Hard copy available from school administration upon request

DEVELOPED/REVIEWED	May 2023
CONSULTATION	<ul style="list-style-type: none"> • Staff – • School Council – • Finance sub-committee of School Council
ENDORSED BY PRINCIPAL	
EVALUATION	This policy will be reviewed every two years as part of the school's review cycle, or as required due to changes in relevant Acts, Laws, DET mandates, or should situations arise that require earlier consideration.

Understanding Parent Payment Categories

Schools

What does the legislation say?

The Education and Training Reform Act (2006) provides for free instruction in the standard curriculum program to all students in government schools. The Act also empowers school councils to charge fees to parents for goods and services provided by the school to a child.

In the Act, a 'Parent' includes a guardian and every person who has parental responsibility for a child including parental responsibility under the Commonwealth Family Law Act 1975 and any person with whom a child normally or regularly resides.

What do schools pay for as part of 'free instruction'?



Free instruction is the 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.

The standard curriculum for Years F-10 means implementation of the Victorian Curriculum F-10.

The standard curriculum for senior secondary schools means a program that enables a student to be awarded a VCE or VCAL qualification.

What principles govern parent payment practice?

Educational Value | Access, Equity & Inclusion | Affordability

Engagement & Support | Respect & Confidentiality | Transparency & Accountability

Parents

What may parents be asked to pay for?

Schools can request payment for Essential Student Learning Items



These are items, activities or services that the school deems **essential** to student learning of the standard curriculum.

Where practical and appropriate, parents may choose to purchase items through the school or provide their own.

These may also be either:

Items the student takes temporary or permanent possession of

- e.g.
- textbooks, activity books, exercise books
 - stationery, book bags
 - student ID cards, locks
 - cooking ingredients students will consume
 - materials for final products that students take home (technology projects, build-your-own kits, dioramas)
 - Picture Exchange Communication Systems

Activities associated with instruction that all students are expected to attend

i.e. travel, entry fees or accommodation

- e.g.
- excursions
 - incursions
 - school sports
 - work placements

Parents can be asked to pay for items, activities and services in the three Parent Payment Categories:

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

Schools determine how items, activities and services are classified within these categories based on the learning and teaching program of their school.

Schools can request payment for Optional Items

These are items, activities or services that are **optional** and are offered in addition to the standard curriculum.

Students may access these on a user-pays basis.

These may be either:

Items the student purchases or hires

- e.g.
- school magazines, class photos
 - functions, formals, graduation dinners
 - materials for extra curricular programs
 - student accident insurance

Activities the student purchases

- e.g.
- fees for extra curricular programs or activities, such as instrumental music tuition
 - fees for guest speakers
 - camps, excursions, incursions, sports
 - entry fees for school run performances

Items and/or materials that are more expensive than required to meet the standard curriculum

- e.g.
- use of silver in metal work instead of copper
 - supplementary exam revision guides

Support for families experiencing hardship is available at every school and each school has a parent payment contact person. See your school's policy for more information.

For more information on Parent Payments and Personal Devices, visit the DET website at: www.education.vic.gov.au

Schools can invite
**Voluntary
Financial
Contributions**
for



- e.g.
- Building or Library fund (Tax deductible)
 - Voluntary contributions for a specific purpose, such as equipment, materials, services.
 - General voluntary contributions