



## Parkmore Primary School

# *Parent Payment Policy*

### **PARENT PAYMENT CHARGES**

#### **Essential Education Items**

Are those items or services that are essential to support the course of instruction in the standard curriculum program that parents are responsible for and may choose to either provide or pay the school to provide. These items can 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 (e.g. home economics, ceramics, photography, catering);
- school uniform;
- transport and entrance for camps and excursions which all students are expected to attend.

#### **Optional Education Items**

These can also be referred to as non-essential materials and services. These items are those that are provided in addition to the standard curriculum program, and which are offered to all students. These optional extras are provided on a user-pays basis and if parents choose to access them for students, they will be required to pay for each item. These items can include:

- extra-curricular programs or activities e.g. instrumental music, dance classes
- school-based performances, productions and events
- excursions and incursions
- additional school items such as student/ class photographs.

#### **Voluntary Financial Contributions**

Are those items and services under which parents are invited to make a donation to the School, for example for grounds maintenance or library fund.

### **PAYMENT ARRANGEMENTS AND METHODS**

- Payments may be requested but not required prior to the commencement of the academic year in which the materials and services are to be used.
- Payment requests or letters 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.
- Upon making payment, receipts will be issued to parents in a timely manner.
- Statements for unpaid essential education items or optional items will be generated and distributed on a regular basis to parents, but not more than once a month.
- 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.
- Parents will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions (a minimum of six weeks' notice prior to the end of the previous school year).

#### **Payment Options**

- Payments are kept to a minimum with payment requests and letters fair and reasonable. To further assist parents with payments, two payment options are available:
  - Option A Full amount payment
  - Option B Alternative payment options are available through the school with parents encouraged to make an appointment with the Principal to discuss circumstances and available options.

## **FAMILY SUPPORT OPTIONS**

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

- The **Camps, Sports and Excursion fund (CSEF)** supports families who met eligibility criteria set by the Victorian Government to ensure the student has the opportunity to participate in important, educational and fun activities.
- The **State Schools Relief Committee** support, applications can be made via the Principal to assist with clothing/uniforms
- **Welfare and support agencies** that have established partnership arrangements with schools to provide further assistance to students and their families.
- In order to support parents in meeting the costs of their children's education the School Council authorises the operation of a **second-hand school uniform** shop.

No student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or voluntary contribution.

## **CONSIDERATION OF HARDSHIP**

- Parents can contact the Principal Isobel McLennan or Business Manager Pam Roberts by phone, email or in person about their financial situation and related difficulties in making payments.
- The contact person will then meet and/or communicate with the parents, and provide information about options for payment plans and/or family support.

Phone: 9878 5556

Email: [parkmore.ps@edumail.vic.gov.au](mailto:parkmore.ps@edumail.vic.gov.au)

## **COMMUNICATION WITH FAMILIES**

- The policy will be communicated with the school community via the school website and through the parent payment statement before the commencement of each year.
- Parents can raise any issues, make general inquiries about charges or direct complaints to the Principal Isobel McLennan on 9878 5556

## **MONITORING AND REVIEW OF THE IMPLEMENTATION OF THE POLICY**

- Parkmore Primary school council will monitor the implementation of this policy

**Date of approval by School Council**

**18<sup>th</sup> February 2019**