



PARENT PAYMENT POLICY

Brunswick South Primary School

Policy	Review Date	Responsible for
Implementation Date	March 2018	Review
March 2017		Policy Subcommittee

Rationale

This policy is to support the process for collection of parent payments to facilitate quality learning for students.

Aims

The policy aims to ensure fair and equitable resources for use within the School and to create a clear and precise process working in partnership with parents/guardians to support the best learning environment for students.

Implementation

- To provide parents/guardians with reasonable notice of requests for payment of booklists, material charges and voluntary contributions under the headings of essential education items, optional extras and voluntary financial contributions. A minimum of 6 weeks notice will be given to allow parents/guardians sufficient planning time to meet financial commitments. Payment may be requested but not required prior to the commencement of the school year in which the materials and services are to be used.
- Enrolment or advancement to the next year level will not be withheld as a condition of payment of essential education items, optional extras or voluntary financial contributions. All information will be kept confidential.
- This school-level policy will ensure that all communication with parents about education items, including requests for payment, is fair and reasonable. Payment requests, letters or CASES21 family statements for student materials and service charges will be accompanied by the following information:

- Parent/guardians are required to provide essential education items for their students, and they have the option of purchasing these through the school or through a local supplier, where appropriate.
- If parents/guardians require assistance with payments, they should write to the Principal who will respond with alternative payment options.
- Details of how payments or contributions will be spent by the school
- A copy of the school-level policy is available upon request.
- Essential education items are those items used in the course of instruction in the standard curriculum program that parents/guardians are responsible for and may choose to either provide or pay the school to provide.
- These items include:
 - Materials that the individual student takes possession of, including text books and student stationery.
 - Essential services associated with, but not considered to be a part of instruction in the standard curriculum program, such as costs associated with camps and excursions which all students are expected to attend e.g. transport and entrance costs.
 - School Councils may invite parents/guardians of a student enrolled at the school, or anyone else, to make a donation in the form of a voluntary financial contribution to the school.
 - The school will make support options available for parents who have difficulty paying for essential items and who can access a range of support options which will include:
 - State Schools Relief committee
 - Staged progress payments/payment plans
- Students will not be treated differently, denied access to the standard curriculum program, or refused instruction on the basis of payments not being made for education items, services or voluntary financial contributions.
- All students have access to the standard curriculum program
- Invoices for unpaid essential education items or optional items accepted by parents are generated and distributed on a regular basis, but not more than once a month.
- Only the initial invitation of voluntary financial contributions and one reminder notice is sent to parents/guardians
- Under no circumstances can collectors of any type, including debt collectors be used by schools to obtain any funds from parents/guardians.

- For families who leave the school throughout the school year, a refund of these parent payments will be reimbursed on receipt of a written request.

Ref: Parent Payments in Victorian Government Schools 2008.