



WARRAGUL NORTH PRIMARY SCHOOL

PARENT PAYMENT POLICY

1.0 Rationale:

Parent payments in Victorian Government Schools Policy provides greater clarity about the type of educational items or services Warragul North Primary School (WNPS) may request parents to pay for under the *Education and Training Reform Act 2006*.

2.0 Aims:

To provide parents with an extensive list of essential education items, optional extras, voluntary contributions and a parent information letter template.

To classify what constitutes the provision of free instruction in the standard curriculum program and what areas WNPS is empowered to charge for goods and services used in the course of instruction and to raise funds for those needs.

To clearly advise parents of items of student materials, service charges and voluntary financial contributions WNPS may request payment for, from parents.

To comply with Department of Education and Training (DET) guidelines as per the DET Parent Payment Policy and Implementation template.

To clearly identify the three categories of materials/items:

1. Essential educational items which parents and guardians are required to provide or pay the school to provide for their child;
2. Optional extras which are offered on a user pay basis and which parents and guardians may choose whether their child accesses or participates in;
3. Voluntary financial contributions which parents and guardians are invited to donate to the school.

School policy must ensure that parent payments are kept to a minimum and must not exceed the costs of the relevant materials or services to the students.

3.0 Implementation:

3.1 WNPS must provide parents and guardians with notice of the following year's request for payment of essential education items, optional extras and voluntary financial contributions no later than six weeks prior to the end of the current school year.

3.2 WNPS may request payment prior to the commencement of the following school year in which the materials and services are used where applicable.

3.3 WNPS must accurately cost all materials that students consume or take possession of.

3.4 WNPS must not withhold access to enrolment or advancement to the next year level as a condition of payment of essential education items, optional extras or voluntary financial contributions.

3.5 The status and details of any payments or non-payments of parents and guardians are confidential.

3.6 Payment requests or letters to parents/guardians must itemise the category each item falls under to show whether it is an essential education item, optional education item or voluntary financial contribution.

3.7 As per DET guidelines, invoices for voluntary charges must not be raised in CASES21 until money has been received.

- 3.8 Parents will be 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.
- 3.9 WNPS may issue only one request for voluntary financial contributions and one reminder notice
- 3.10 WNPS will issue statements requesting payment of essential education items a minimum of once per term.
- 3.11WNPS may not use coercion, harass parents and guardians or enlist debt collectors to obtain payment.
- 3.12WNPS must offer parents and guardians with an alternative option for their children if they choose not to participate in an optional activity (ie religious education or excursion & camp).
- 3.13 WNPS has the discretion to enter into payment plans or alternative payment methods (eg. Centrepay) with parents.

4.0 WHAT SCHOOLS CAN CHARGE FOR

The Education and Training Reform Act 2006 provides for instruction in the standard curriculum program to be free to all students in government schools. School Council is responsible for developing and approving school-level parent payment charges and can request payments from parents under three categories - Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

- 4.1 **Essential Student Learning Items** are those items, activities or services that are essential to support student learning of the standard curriculum. These are items that the school considers essential for all students and which students take possession of. Parents may choose to provide the items themselves or buy the items from the school where practical and appropriate.
- 4.2 **Optional Items** are those items, activities or services that are offered in addition to or support instruction in the standard curriculum program. These are provided on a user-pays basis so that if parents choose to access them for students, they are required to pay for them.
- 4.3 **Voluntary Financial Contributions**
Parents can be invited to make a donation to the school for a general or specific purpose, e.g. school grounds, working bee levy in lieu of attendance or ATO approved tax deductible Building and Library funds

Resources

- Pro-forma letter to the parents outlining and requesting payment of costs
- Cost schedule as approved by School Council

Evaluation:

- This policy will be reviewed by School Council annually.

This policy was ratified by School Council on:	31st October, 2008
This policy was reviewed by School Council on:	21st June, 2011
This policy was amended by School Council on:	16th May, 2012
This policy was reviewed by School Council on:	16th May, 2013
This policy was amended by School Council on:	17th June, 2014
This policy was amended by School Council on:	19th May, 2015
This policy was reviewed by School Council on:	17th May, 2016
This policy was amended by School Council on:	18th October, 2016
This policy was reviewed by School Council on:	16th May, 2017
This policy was reviewed by School Council on:	15th May, 2018
This policy was reviewed by School Council on:	21st May, 2019
This policy was reviewed by School Council on:	19th May, 2020