Broadford 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 or guardians are requested to pay the school to provide or may provide themselves, if appropriate.

These items may include:

• materials that the student takes possession of including text books, diaries and student stationery

• materials for learning and teaching where the student consumes or

takes possession of the finished articles (e.g. art work, photography, cooking)

Optional Extras 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 and guardians choose to access them for students, they will be required to pay for them.

These items include:

- student computer printing for personal use
- iPad for classroom instruction
- extra-curricular programs or activities e.g. instrumental music, dance classes
- school-based performances, productions and events
- school magazines, class photographs.
- School camps, incursions or excursions

Voluntary Financial Contributions are for those items and services that parents or guardians are invited to make a donation to the school, for example for grounds maintenance, a library or building trust.

PAYMENT ARRANGEMENTS AND METHODS

Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions.

Costs will be kept to a minimum with payment requests/letters fair and reasonable.

Receipts will be issued to parents immediately upon making payment.

Reminders for unpaid essential education items or optional extras will be generated and distributed on a regular basis to parents, but not more than once a month.

Payment requests to parents will be itemised and the category each item falls under will be clearly identified as an essential education item, optional extra or voluntary financial contribution.

Only the initial invitation for voluntary financial contributions and one reminder notice will be issued per year to parents and guardians.

All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

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 eligible parents, State Schools Relief Committee and the Camps, Sports and Excursions Fund.

CONSIDERATION OF HARDSHIP

Any parent who is experiencing financial hardship can contact the Principal or Business Manager for assistance.

- contact the school office to speak with the Business Manager about their financial situation and related difficulties in making payments.
- Detail can be given by phone, email or letter.
- Contact will remain confidential at all times

COMMUNICATION WITH FAMILIES

- Policies are available on the school website or at the office on request.
- All communication of updates and changes will be by Newsletter, Compass, Facebook and website.
- Parents can raise any issues, make general inquiries about charges at the school office.

MONITORING AND REVIEW OF THE IMPLEMENTATION OF THE POLICY

- School Councils are able to request payments or contributions for education items and services from parents and guardians for students in Victorian Government schools in the three categories – essential education items, optional extras and voluntary financial contributions.

This policy ensures that:

• costs are kept to a minimum

• payment requests are clearly itemised under the three parent payment categories

• items that students consume or take possession of are accurately costed

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

• access to enrolment or advancement to the next year level will not be withheld as a condition of payment for any of the three categories.

Broadford Primary School spends considerable time selecting the most appropriate items and services to meet the needs of our students.

Parents and guardians also have the option of purchasing equivalent materials from other sources. If parents and guardians choose to provide equivalent materials, this should be done in consultation with the school, as items should meet the specifications provided by the school. There may also be certain items that due to their nature may only be provided by the school.

Date Implemented	**17 October 2018**
Author	
Approved By	School Council
Approval Authority (Signature & Date)	**17 October 2018**
Date Reviewed	**19 February 2020**
Responsible for Review	Principal

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