Parent Payments Policy

Rationale:

- To provide a clear set of guidelines for the establishment and collection of annual charges as paid by parents/guardians, within Government and Department of Education and Early Childhood Development Policy Guidelines.
- To enable the school to operate in a financially viable and planned way within the framework of the Student Resource Package and the Education and Training Reform Act 2006.

Aims:

- To provide high quality learning opportunities for all students by supplementing limited government funds with approved financial contributions and payments from parents/guardians.
- To provide adequate information, consultation and communication with parents/guardians regarding the purpose, context and schedule of charges to ensure their financial support for the school.
- To be sympathetic and understanding of the differing circumstances of individual students and families.
- To ensure access by all students to the standard education program of the school.

School Council supplements Department of Education and Early Childhood Development funds by requesting payments from parents for the following items:

- **Essential Education Items** which parents/guardians are required to provide or pay the school to provide; e.g.: stationery, identification cards, school diary, programs provided by outside specialists, camps, textbooks, printed materials, eLearning resources, uniform, course related compulsory excursions; also for subjects where the student consumes or takes possession of finished products such as in Art, Design and Technology subjects.

- **Optional Extras** which are offered on a user pays basis and parents can choose whether or not their child accesses or participates in (e.g. extra-curricular programs or activities, class photos, Alumni program, instrumental music tuition, instrument hire etc.).

Implementation:

- Parents will be made aware of the costs associated with all payments and voluntary contributions by October of the previous year, along with an optional payment schedule. This includes the information that only students whose parents have paid all of the Essential Education Item contributions or who are making regular payments via a school payment plan will be eligible for international tours, specific camps, specific excursions and overseas exchanges.
- The payment schedule will include itemised details relating to all payments, options to make payments by instalments and clear definitions of the category of any payments. All payments and non-payments will be strictly confidential.
- Invoices for unpaid Essential Education Items and Optional Extras will be mailed once a term, with requests for Voluntary Financial Contributions sent in October each year.
- Donations to the Library and Building funds are tax deductible (ATO approved).
- Payment options are available through the school and parents are encouraged to speak with the Finance Manager to discuss circumstances and available options.

In addition, School Council invites parents to make donations by means of **Voluntary Financial Contributions** which are non-compulsory donations for specific projects eg: Library or Building Fund.

Evaluation:

- School Council will review, as part of the school’s review cycle, the level and purpose of parent payments and voluntary contributions and ensure any changes are consistent with any advice or instruction received from the Department of Education and Early Childhood Development.

Certification:

- This policy was endorsed at the School Council meeting held in September 2014.