

<p>Mill Park Primary School Policy</p> 	<p>PARENT PAYMENT POLICY</p>	<p>Responsibility: Finance Committee Revised: 2018 Next Review: 2019</p>
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Purpose

- To ensure that parent payment practices are consistent, transparent and ensure that all children have access to the standard curriculum.

Rationale:

- The Education & Training Reform Act 2006 ensures the provision of free instruction in the standard curriculum program and empowers school councils to charge for goods and services used in the course of instruction and to raise funds.
- The Victorian community shares a vision to build an education system that champions excellence and ensures that every child and young person has access to the opportunities to succeed in life, regardless of their background or circumstances.
- Schools are best placed to make local decisions which ensure that all students can access a broad range of learning opportunities that support their expectations and promote their aspirations as they move through the education system. Parent contribution, in all forms, assists schools to provide an enriched learning and teaching program for every student and is highly valued by school communities.
- Learning and teaching programs vary across schools based on local needs and circumstances and reflect each school’s priorities, decisions and resources. This, in turn, informs the parent payment charges approved by school councils that may vary from one school to the next.

Implementation:

- 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 only- Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.
- 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.
- 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.
- Payment for excursions/incursions/activities will be included in the Essential Educational Resource payment schedule. Parents will be given the option of paying upfront. Money will be kept in credit unallocated for the student until the event occurs.
- In addition, School Council invites parents to make donations by means of:- Voluntary Financial Contributions which are non-compulsory donations for specific projects eg: Buildings and Grounds beautification or Information and Communication Technology. Principles
- Educational value: Student learning, aspirations and wellbeing are paramount when schools determine their parent payments practices
- Access, equity and inclusion: All students have access to the standard curriculum program and participation of all students to the full school program is facilitated

- **Affordability:** Cost to parents is kept to a minimum and is affordable for most families at the school
- **Engagement and Support:** Early identification and engagement strategies by the school ensure parents are well informed of the payment options and supports available for those experiencing hardship
- **Respect and Confidentiality:** Parents and students experiencing hardship are treated with respect, dignity, sensitivity and without judgement and the identity and personal information of all parents and students are kept confidential in respect to parent payments
- **Transparency and Accountability:** School parent payment practices are well communicated, clear and transparent and their impact on student programs and families are reviewed by School Councils

COST AND SUPPORT TO PARENTS

- When school councils consider the proposed requests for parent payments the cost is kept to a minimum and is affordable to most parents at the school.
- The School principal must ensure that:
 - items students consume or take possession of are accurately costed
 - payment requests are broadly itemised within the appropriate category
 - parents are advised that they have the option of purchasing equivalent Essential Student Learning Items themselves, in consultation with the school
 - information on payment options is available, accessible and easily understood to all parents so that they know what to expect and what supports they can access
 - parents are provided with early notice of annual payment requests for school fees (i.e. a minimum of six weeks' notice prior to the end of the previous school year). This enables parents to save and budget accordingly.
 - parents are 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
 - the status and details of any financial arrangements are kept confidential and only shared with relevant school personnel
 - parents experiencing hardship are not pursued for outstanding school fees from one year to the next
 - use of debt collectors to obtain outstanding school funds owed to the school from parents is not permitted
 - there will be only one reminder notice to parents for voluntary financial contributions per year
 - invoices/statements for unpaid essential or optional items accepted by parents are not generated more than monthly or according to the parent payment arrangement with the school.
 - the Principal will ensure that all staff are aware of this policy and adhere to it.
 - all payments for excursions/incursions must be paid for by the due date. No payments will be accepted on the day of the event except in extreme circumstances if approved by the Principal or Assistant Principal.
 - the school will make a commitment to distribute permission notes for excursions/incursions to students at least 4 weeks prior to the due date.
 - special consideration will be given to students who have genuine circumstances at the discretion of the Principal.
 - receipts are issued to parents immediately upon payment and receipted in CASES21

SUPPORT FOR FAMILIES

- Families may experience financial difficulties and may be unable to meet the full or part payments requested. The Principal and School Council exercise sensitivity to the differing

financial circumstances of students and their families when considering parent payment fees. There are a range of support options available to support and assist parents.

- Consideration to hardship arrangements in respect to payment requests is provided to families experiencing long term hardship or short term crisis on a confidential, case by case basis. The school will have written hardship arrangements that include a proactive approach to providing support for parents experiencing financial difficulty.
- All parents are provided the name and contact details of a nominated parent payment contact person at the school who they can discuss payment arrangements with.

REVIEW OF POLICY IMPLEMENTATION

Schools will monitor the effectiveness and impact of the implementation of this policy at least annually as part of its ongoing improvement and report back to the school community.