

# PARENT PAYMENT POLICY



## PURPOSE

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

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 education items and voluntary financial contributions.

Eltham Primary School has spent considerable time selecting the most appropriate requisites to meet the needs of our children. The book packs contain high quality materials at a competitive price due to our ability to bulk order.

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 may only be provided by the school.

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

## SCOPE

This policy applies to all payments made to the school by parents. 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.

## POLICY IMPLEMENTATION

### 1. What Can Schools 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 councils are responsible for developing and approving school-level parent payment

charges and can request payments from parents<sup>1</sup> under three categories only- Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

<sup>1</sup>Parent' in the policy has the same meaning as in the *Education and Training Reform Act 2006*, which is: 'parent', in relation to a child, includes a guardian and every person who has parental responsibility under the *Family Law Act 1975* of the Commonwealth and any person with whom a child normally or regularly resides.

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.

In implementing this policy, schools must adhere to the following principles:

### 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

## 2. 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.

School principals must ensure that:

- items students consume or take possession of are accurately costed and 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 annual reminder notice to parents for voluntary financial contributions

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.

### **3. Support for Families**

Families may experience financial difficulties and may be unable to meet the full or part payments requested. Principals and school councils 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. These can be accessed through "Cost support for families."

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. All schools 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.

### **4. Engaging With Parents**

In respect to each school's development of its parent payments, school councils will engage in effective communication with the school community and have strategies in place to ensure they are aware of and understand the needs and views of parents.

### **5. Parent Payment Categories**

**a. Essential education items** are those items or services that are essential to support the course of instructions in the standard curriculum program. Parents and guardians may choose to either provide or pay the school to provide.

These items include:

- Materials that the student takes possession of, including text books and student stationery;
- Materials for learning and teaching where the student consumes or takes possession of the finished articles
- Transport and entrance for camps and excursions which all students are expected to attend.

**b. Optional education items** (or non-essential materials and services) 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-pay basis and if parents and guardians choose to access them for students, they will be required to pay for them.

These include:

- Student computer printing for personal use
- internet access for recreational or non-school use;
- Extra-curricular programs or activities e.g. instrumental music, dance classes;
- School-based performances, productions and events; and
- School magazines, newsletters, class photographs

### **c. Voluntary Financial Contributions**

Parents and guardians are **invited** to make donations for items and services to the school, for example for grounds maintenance or library restocking or refurbishing. Only some Voluntary Financial Contributions are tax-deductible.

See diagram "Understanding Parent Payment Categories" provides examples of items and materials under each category. (Appendix)

## **6. Payment Arrangements and Methods**

Parents can pay through Compass or at the Office with cash or through Eftpos. If paying through Compass there is the option to pay with a payment plan –instalments through the year.

## **7. Family Support Options**

Parents who have CSEF can claim a concession of \$20.

Payments for Excursions, Camps and Swimming are requested throughout the year as they arise.

Second Hand Uniform is available from the school at no cost for parents who are unable to afford to purchase uniform. State Schools Relief is also an option for parents who

need assistance in purchasing uniform.

CSEF can be used to pay for Camps and excursions by eligible students.

Built in to every excursion is the option to cover students who are unable to pay the cost of the excursion. While parents are encouraged to pay the cost, no student is to be excluded from an excursion due to non-payment.

## FURTHER INFORMATION AND RESOURCES

It is School Council's responsibility to monitor the implementation of the policy. The process of requesting fees must be transparent and easy to understand with clear options for parents experiencing hardship. Policy updates will be published on the school website.

### Related School Policies

- Managing Concerns and Complaints Policy

The Parent Payment Policy will be communicated with parents via the school website and through COMPASS. Hard copies of the Parent Payment Attachment will be available from the Front office.

Parents can raise issues, make general inquiries about charges or make complaints by contacting the school on [\(03\) 9439 9374](tel:0394399374) or [eltham.ps@edumail.vic.gov.au](mailto:eltham.ps@edumail.vic.gov.au) Please also refer to the Managing Concerns and Complaints policy available on the school website.

### Related DET Resources

The full Parent Payment Policy is available from the Department's [School Policy and Advisory Guide](#).

Answers to the most commonly asked questions about school costs for parents see: [Frequently Asked Questions – For Parents](#)

## REVIEW CYCLE

THIS VERSION FIRST ISSUED	LAST UPDATED	STATUS	DUE FOR REVIEW
2017	2019	This policy will be reviewed annually with a report back to School Council as to its implementation over the past year.	2020

# 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
  - campus, 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](http://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