



PARENT PAYMENT POLICY

Aim

The *Education and 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.

Free instruction includes, learning and teaching, instructional supports, materials and resources, administration and facilities associated with the provision of the standard curriculum program.

School Council can request payments from parents for student materials and services charges, and for voluntary financial contributions. These payments fall into three categories:

1. **Essential education items** which parents and guardians are **required** to provide or pay the school to provide for their child (eg: stationery, text books, classroom materials, Mathematics, Curriculum materials, photocopying).
2. **Optional extras** which are offered on a user-pays basis and which parents and guardians may choose whether their child accesses or participates in (extra-curricular programs or activities)
3. **Voluntary Financial Contributions** which parents and guardians may be **invited** to donate to the school's tax deductible funds, eg: Mowing funds.

Guidelines

1. It is important that this policy is communicated within the school and that all staff are familiar with and adhere to it.
2. A variety of extra-curricular activities (eg. excursions, camps) will be offered to complement the educational program and these will be provided on a user-pays basis.
3. Where families have difficulty making payments, the principal or business manager will discuss the range of support options available and negotiate an appropriate alternative arrangement, such as payment by instalments.
4. All communication with parents will be fair and reasonable and based on the spirit of the school's values.
5. This policy complies with the requirements of the DET policy.

Implementation

1. The school will provide parents and guardians with early notice of requests for payment of essential education items, optional extras and voluntary financial contributions. A minimum of 6 weeks will be provided to allow sufficient planning time.

2. Payment may be requested, but not required prior to the commencement of the year in which materials and services will be used.
3. The status and details of any payments or non-payments will remain confidential.
4. Statements for unpaid essential education items or optional items accepted by parents are generated and distributed on a regular basis, but not more than once a month.
5. A payment plan is available for parents to make regular instalments to suit each individual family's needs.

Evaluation

- This policy will be reviewed as part of the school's two year cycle review.

This policy was last ratified by School Council in November 2018