



# FOOTSCRAY PRIMARY SCHOOL

## Parent Payments Policy



### 1.0 Rationale

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.

### 2.0 Policy Statement

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.

### 3.0 Definitions

- The School refers to Footscray Primary School
- School Council refers to Footscray Primary School Council
- DET refers to the Department of Education and Training
- Essential Education Items are those items or services that are essential to support the course of instruction in the standard curriculum program. 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 (e.g. home economics, ceramics, photography);
  - school uniform;
  - transport and entrance for excursions which all students are expected to attend.
- Optional Education Items are those that are provided in addition to the standard curriculum program and which are offered on a user-pays basis and which parents and guardians may choose whether their child accesses or participates in. These items include but are not limited to extracurricular programs or activities, dance classes, school based performance, production and events, class photographs, interschool sports.
- Voluntary financial contributions are items which parents and guardians may be invited to donate to the school e.g. for grounds beautification, library, additional computers.

### 4.0 Implementation

- A minimum of six weeks notice is provided to parents regarding fees and payments
- A first reminder is sent to parents within 30 days of the essential education items and optional extras fees becoming due and payable. This shall be the only reminder for voluntary financial contributions

- An itemized statement is provided to parents upon request and not provided more regularly than once a month
- The school will make available a range of payment options to parents upon request
- The school will make known to families suffering hardship the support options available these may include but are not limited to All Aboard, School Start Bonus, CSEF and State Schools Relief Committee
- Any outstanding fees are to be written off at the end of the school year, in line with DET Auditors recommendations
- Under no circumstances can collectors of any type, including debt collectors, be used by schools to obtain any funds from parents and guardians
- Principals must ensure any record of payments or contributions by parents and guardians is kept confidential. The public identification of students or their parents and guardians who have or have not made a payment or financial contribution is unacceptable and must not occur in any circumstance
- This policy will be made available to parents each year at the school office
- This policy must be implemented in conjunction with the Refund Policy

#### **5.0 References**

For further information and relevant documentation concerning parent payments, free instruction and the Education & Training Reform Act 2006 view

<http://www.education.vic.gov.au/about/departments/legislation/Pages/act2006.aspx>

#### **6.0 Accompanying Documents**

Nil

#### **7.0 Evaluation & Review**

This policy shall be reviewed as part of the School's three year review cycle or if guidelines change.

This Policy was ratified by School Council on 16<sup>th</sup> November 2015.

<b>New Review Due :</b>	October 2018
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