

Parent Payment Policy

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
- Voluntary financial contributions.

Aims

- 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 programs 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

Parent payment categories

❖ **Category 1: Essential education items**

Items or services provided by the school that are essential to support the implementation of the standard curriculum program. Parents or guardians are required to pay for these items or services.

These items include:

- Materials that the student will take possession of inclusive of text books and stationery
- Materials for learning and teaching which the student will use
- Costs associated with camps, excursions and in-schools visits which all students are expected to attend.

❖ **Category 2: Optional education items** (or non-essential materials and services)

Non-essential materials or services that are provided in addition to the standard curriculum programs and which are offered to all students. These optional items are provided on a user-pay basis. Parents or guardians may choose to access them for students, however payment will be required.

These items or activities include:

- Bring Your Own Device – iPad, laptop
- Extra-curricular programs/activities, such as, instrumental music, chess classes, robotics, Ski Camp
- School-based performances, productions and events
- School magazines or yearbooks
- Class photographs

❖ **Category 3: Voluntary financial contributions**

Items and services for which parents or guardians are invited to make a donation to the school, for example: Grounds maintenance, Building Fund or Library Fund, Carnival & Art Show.

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Payment arrangements

Mount View Primary School spends considerable time selecting the most appropriate items and services to meet the needs of its students. All endeavours are made to keep costs to a minimum. Parents and guardians will be provided with reasonable notice of payment requests for essential education items, optional extras and voluntary financial contributions. Reasonable notice of payments for substantial payments/contributions, such as, camps, swimming, materials and stationery will be a minimum of four weeks. Reasonable notice of payment for all other items and services will be requested on a term –by-term basis. term excursions and in-school visits.

- Payments may be requested prior to the commencement of the year in which the materials and services are to be used. This includes the Year 6 Jumpers.
- Payment requests to parents will be clearly itemised and categorised. Each item will be clearly identified as an essential education item, an optional education item or voluntary financial contribution.
- A statement of all family accounts will be provided to parents/guardians each term. Individual receipts can be provided on request.
- Reminders for unpaid essential education items will be generated and distributed on a regular basis, but not more than once per month.
- Reminders for unpaid optional educational items and services will be generated and distributed as necessary.
- An initial invitation for voluntary financial contributions and only one reminder notice will be issued to parents and guardians per year.
- All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

Financial assistance

- Alternative payment options are available through the school. Parents or guardians are encouraged to make a confidential appointment with the Principal and/or Business manager to discuss circumstances and available options.

Other Support Options:

- The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. This support is provided on an individual needs basis and organised through the Principal and Business Manager. A range of support options are available to assist eligible parents, including the State Schools Relief Committee support, the School Kids Bonus and the CSEF funding.

NB.: All items listed as examples are indicative at time of writing this policy and will vary from year to year.

Evaluation

This policy will be reviewed as part of the school's annual review cycle in October each year.