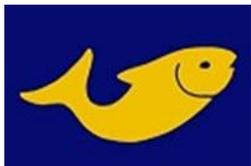


# Fish Creek & District Primary School



## Parent Payment Policy

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.

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.

Fish Creek and District Primary School spends considerable time selecting the most appropriate items and services to meet the needs of our students.

### Parent Payment Categories

**Essential education items** are those items or services that are essential to support the course of instruction in the standard curriculum program that parents or guardians are requested to pay the school to provide or may provide themselves, if appropriate. Parents and guardians also have the option of purchasing equivalent materials from other sources.

These items include:

- materials that the student takes possession of, including text books and student stationery, art supplies and school uniform
- transport and entrance for camps and excursions which all students are expected to attend.

**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-pays basis and if parents and guardians choose to access them for students, they will be required to pay for them.

These items include:

- extra-curricular programs or activities e.g. instrumental music
- school photos
- student accident insurance

**Voluntary financial contributions** are for those items and services that parents or guardians are invited to make a donation to the school, for example for building projects, grounds maintenance, library resources, voluntary donations etc.

### Second-hand uniform shop

In order to support parents in meeting the costs of their children's education the school keeps some second-hand uniform.

### **Other support options**

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist eligible parents, including the Education Maintenance Allowance (EMA) and State Schools Relief Committee support.

### **Payment arrangements and Non Payment**

- Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions.
- Costs will be kept to a minimum with payment requests/letters fair and reasonable. To further assist parents with payments, four payment options have been developed:
- Alternative payment options are available through the school and parents are encouraged to make an appointment with the school to discuss circumstances and available options.
- Payments may be requested but not required prior to the commencement of the year in which the materials and services are to be used.
- Payment requests to parents will be itemised and the category each item falls under will be clearly identified as an essential education item, optional education item or voluntary financial contribution.
- Receipts will be issued to parents immediately upon making payment.
- Reminders for unpaid essential education items or optional extras will be generated and distributed on a regular basis to parents, but not more than once a month.
- Only the initial invitation for voluntary financial contributions and one reminder notice will be issued per year to parents and guardians.
- All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.
- As the costs of camps, excursions, incursions and other extra curriculum activities are based on all students attending, refunds are not possible. Exceptions will be made in extenuating circumstances in agreement with the parents and principal.

Students who transfer to the school after the beginning of Term 1 and require Essential Education Items will pay a pro rata amount.

### **Evaluation**

This policy will be reviewed as part of the school's three year review cycle and will be consistent with any advice or instruction received from the DEECD

<http://www.education.vic.gov.au/school/principals/spag/management/Pages/parentpayments.aspx>

This policy was last ratified by School Council on	10/12/13	Review Date	2016
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