



## Parent Payment Policy

### Policy Statement

We provide high quality learning opportunities for all students, by supplementing limited government funding with approved financial contributions and payments from parents.

### Rationale

The Education and Training Reform Act 2006 empowers School Councils to raise funds, charge parents for goods and services used in the course of instruction of their children. As the quality and variety of educational programs offered by our school are enhanced, School Council request payments from parents for certain student materials and service charges, and for some voluntary financial contributions.

### Implementation

School Council supplements Department of Education funds by requesting payment from parents for the following items:

1. **Essential education items** which parents and guardians are **required** to pay or provide for their child eg stationery, books and school uniforms where required.  
The school will purchase essential educational items on parent's behalf or give parents the option of purchasing equivalent materials from other sources. If parents choose to provide equivalent materials, this should be done in consultation with the school, and should meet the specifications provided by the school.
2. **Optional extras** which are offered on a user pays basis; and which parents and carers may **choose** whether their child accesses or participates in eg extra curricula programs or activities or school based events such as camps, swimming and incursions/excursions (term levies) and music tuition
3. **Voluntary financial contributions** which parents and guardians may be **invited** to donate to the school eg grounds beautification, additional computers, library books etc

See appendix 1

- Parents will be made aware of the costs associated with all payments and voluntary contributions by December of the previous year, along with a recommended payments schedule.
- The payments schedule relates to all payments as well as options to purchase goods elsewhere (where appropriate), essential dates, options to make instalments, clear definitions of the categories (Essential, Optional or Voluntary), an alignment between dates and the Educational Maintenance Allowance (EMA) payments, and advice to parents to contact the Principal if they require support or additional information.
- All payments and non-payments will be strictly confidential.
- Invoices for unpaid Essential educational Items, along with requests for Voluntary Financial contributions will occur in February and July if required each year.
- Parents who make voluntary contributions will receive letters of appreciation.
- Unpaid optional extras may compromise a student's ability to be involved in the activity in question.
- Payment arrangements should coincide with the timing of the EMA for eligible parents/carers.
- Eligible parents/carers are encouraged to make a voluntary decision to sign over their portion of the EMA cheque to assist with payments of fees and contributions.



## Croydon Hills Primary School

- Any portion of EMA not expended by the end of the year must be returned to the parent/carer unless there is an agreement that this money be carried over to the following year.

## References

The Education and Training Reform Act 2006

DEECD guidelines

## Review

The policy will be reviewed as part of the school's three year review cycle.

School Council will review the levels and purpose of parent payments and voluntary contributions annually and in doing so will be consistent with any advice or instruction from DEECD. They will also monitor payment processes.

## What does free instruction mean?

The legislative requirements provide that instruction in the STANDARD CURRICULUM must be delivered free to all students in government schools.

The STANDARD CURRICULUM is curriculum that is assessed under the VELs, VCE, VCAL

Legislative requirements of FREE INSTRUCTION also mean that schools cannot require parents to pay for:

- Instruction in the STANDARD CURRICULUM
- Instructional resources for the STANDARD CURRICULUM
- Instructional support for the STANDARD CURRICULUM
- Administration that is associated with the STANDARD CURRICULUM

Does include:

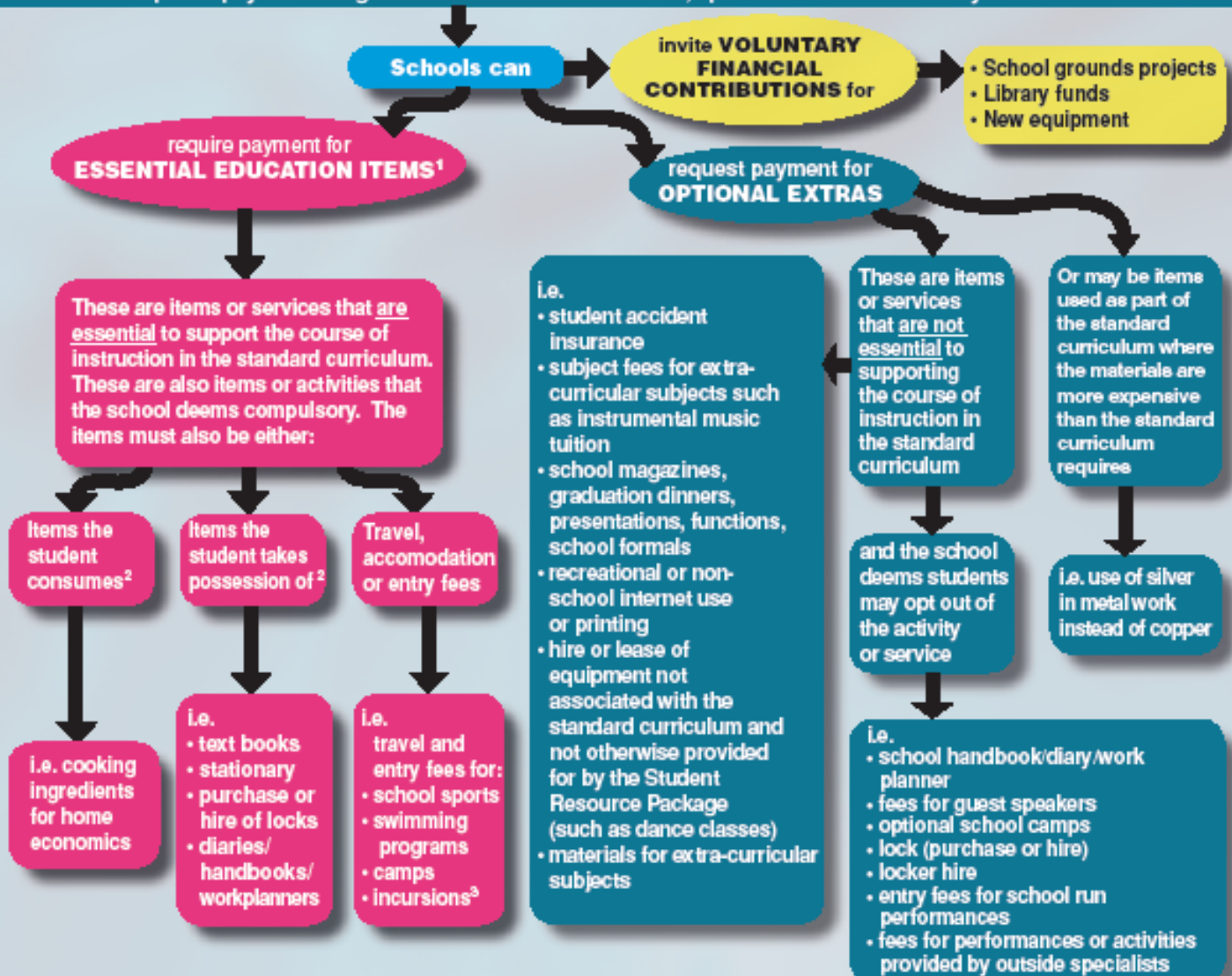
- 'elective' subjects where students can select from a range of different alternatives
- VET in Schools programs
- school sports
- camps/excursions and attendance at school performances, where the school deems such activities compulsory

Does not include extra-curricular activities i.e. dance classes

such as instruction provided by visiting specialists or VET instruction  
 such as library resources, school nurses or first aid equipment  
 such as essential printing or photocopying  
 such as student ID cards or VET administration including VET cluster administration

## What may parents be asked to pay for?

There are 3 parent payment categories: essential education items, optional extras and voluntary financial contributions



**Footnotes:**

1. Costs that could be considered instruction, instructional support, instructional resources, instructional administration, or school facilities cannot be charged i.e. consumable materials held by the school (other than cooking ingredients) and are required as part of the standard curriculum (such as paint, tissue, glue, laboratory chemicals, etc).

2. Students should not be charged for material they do not actually consume or take possession of.