



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 to ensure that parent payment practices are consistent, transparent and ensure that all children have access to the standard curriculum.

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.

The Education and Training Reform Act 2006 provides for the provision of free instruction in the standard curriculum program. Free instruction includes learning and teaching, instructional supports, materials and resources, administration and facilities associated with the provision of the standard curriculum program. However, funding provided by the Federal and State Governments is insufficient to meet all of the requisite classroom materials.

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 stationary, 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 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 – Understanding Parent Payment Categories

- 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. (Appendix 2)
- 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 Camps, Sports & Excursion Fund (CSEF) 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.



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- 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 CSEF for eligible parents/carers.
- Any portion of CSEF not expended by the end of the year is carried over to the following year.
- Support, if required, to parents experiencing hardship is provided and where appropriate families are approached discretely that may need support or extra assistance.
- Parents are encouraged to contact the Principal team regarding any concerns.

References

The Education and Training Reform Act 2006





DET 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 DET. They will also monitor payment processes.

Understanding Parent Payment Categories

Schools	What does the legislation say?
<p>Schools</p>	<p>The Education and Training Reform Act (2006) provides for free instruction in the standard curriculum program to all students in government schools. The Act also empowers school councils to charge fees to parents for goods and services provided by the school to a child.</p> <p>In the Act, a 'Parent' includes a guardian and every person who has parental responsibility for a child including parental responsibility under the Commonwealth Family Law Act 1975 and any person with whom a child normally or regularly resides.</p> <div style="background-color: #4f81bd; color: white; padding: 5px; text-align: center; margin: 10px 0;"> What do schools pay for as part of 'free instruction'? </div> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;">  </div> <div style="flex: 2; padding-left: 10px;"> <p>Free instruction is the teaching staff, administration and the provision of facilities in connection with the instruction of the standard curriculum program, including reasonable adjustments for students with disabilities.</p> <p>The standard curriculum for Years F-10 means implementation of the Victorian Curriculum F-10.</p> <p>The standard curriculum for senior secondary schools means a program that enables a student to be awarded a VCE or VCAL qualification.</p> </div> </div> <div style="background-color: #4f81bd; color: white; padding: 5px; text-align: center; margin: 10px 0;"> What principles govern parent payment practice? </div> <p style="text-align: center; font-size: small;">Educational Value Access, Equity & Inclusion Affordability Engagement & Support Respect & Confidentiality Transparency & Accountability</p>
Parents	What may parents be asked to pay for?
<p>Schools can request payment for Essential Student Learning Items</p> <div style="display: flex; align-items: center;">  <div> <p>These are items, activities or services that the school deems essential to student learning of the standard curriculum.</p> <p>Where practical and appropriate, parents may choose to purchase items through the school or provide their own.</p> <p>These may also be either:</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%; border: 1px solid #004a99; padding: 5px; background-color: #e6f2ff;"> <p style="text-align: center; font-weight: bold; font-size: small;">Items the student takes temporary or permanent possession of</p> <ul style="list-style-type: none"> e.g. textbooks, activity books, exercise books stationery, book bags student ID cards, locks cooking ingredients students will consume materials for final products that students take home (technology projects, build-your-own kits, dioramas) Picture Exchange Communication Systems </div> <div style="width: 45%; border: 1px solid #004a99; padding: 5px; background-color: #e6f2ff;"> <p style="text-align: center; font-weight: bold; font-size: small;">Activities associated with instruction that all students are expected to attend</p> <p style="text-align: center; font-size: x-small;">i.e. travel, entry fees or accommodation</p> <p style="text-align: center; font-size: x-small;">e.g.</p> <ul style="list-style-type: none"> excursions incursions school sports work placements </div> </div> <div style="margin-top: 10px; border: 1px solid #004a99; padding: 5px; background-color: #004a99; color: white; text-align: center;"> <p style="font-size: x-small;">Parents can be asked to pay for items, activities and services in the three Parent Payment Categories: Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.</p> <p style="font-size: x-small;">Schools determine how items, activities and services are classified within these categories based on the learning and teaching program of their school.</p> </div> <div style="margin-top: 10px; border: 1px solid #004a99; padding: 5px; background-color: #fff9c4;"> <p style="font-size: x-small;">Support for families experiencing hardship is available at every school and each school has a parent payment contact person. See your school's policy for more information.</p> <p style="font-size: x-small;">For more information on Parent Payments and Personal Devices, visit the DET website at: www.education.vic.gov.au</p> </div>	<div style="text-align: center; margin-bottom: 20px;">  </div> <p>Schools can request payment for Optional Items</p> <p>These are items, activities or services that are optional and are offered in addition to the standard curriculum.</p> <p>Students may access these on a user-pays basis.</p> <p>These may be either:</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="width: 45%; border: 1px solid #004a99; padding: 5px; background-color: #e6f2ff;"> <p style="text-align: center; font-weight: bold; font-size: small;">Items the student purchases or hires</p> <p style="font-size: x-small;">e.g.</p> <ul style="list-style-type: none"> school magazines, class photos functions, formals, graduation dinners materials for extra curricular programs student accident insurance </div> <div style="width: 45%; border: 1px solid #004a99; padding: 5px; background-color: #e6f2ff;"> <p style="text-align: center; font-weight: bold; font-size: small;">Activities the student purchases</p> <p style="font-size: x-small;">e.g.</p> <ul style="list-style-type: none"> fees for extra curricular programs or activities, such as instrumental music tuition fees for guest speakers camps, excursions, incursions, sports entry fees for school run performances </div> </div> <div style="margin-top: 10px; border: 1px solid #004a99; padding: 5px; background-color: #e6f2ff; text-align: center;"> <p style="font-size: x-small;">Items and/or materials that are more expensive than required to meet the standard curriculum</p> <p style="font-size: x-small;">e.g.</p> <ul style="list-style-type: none"> use of silver in metal work instead of copper supplementary exam revision guides </div> <div style="margin-top: 10px; border: 1px solid #004a99; padding: 5px; background-color: #fff9c4; text-align: center;"> <p style="font-size: x-small;">Schools can invite Voluntary Financial Contributions for</p>  <p style="font-size: x-small;">e.g.</p> <ul style="list-style-type: none"> Building or Library fund (Tax deductible) Voluntary contributions for a specific purpose, such as equipment, materials, services. General voluntary contributions </div>



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Appendix 2 – sample letter to families

Dear Parents,

Croydon Hills Primary School has a proud tradition of providing the best possible educational opportunities for your children. The State Government provides a considerable proportion of the school's income, however this is not enough to meet the full provision of the necessary materials and equipment costs of running the school and providing a level of education that is desired and expected by our school community.

The Education and Training Reform Act 2006 provides for the provision of free instruction in the standard curriculum program. Free instruction includes learning and teaching, instructional supports, materials and resources, administration and facilities associated with the provision of the standard curriculum program. However, funding provided by the Federal and State Governments is insufficient to meet all of the requisite classroom materials.

The School Council, Principal and staff at Croydon Hills Primary School have undertaken to enhance the standard curriculum program by:

- Improving the academic excellence of our students through continual professional development of staff to apply the best research and practice in the classroom
- Enriching the student experience through enhanced Music, Art, Science, PE/Sport & Indonesian programs
- Providing additional resources eg, the ICT Lab and additional multi-purpose rooms
- Making available our Student Wellbeing Officer, Mia Sartori
- In 2018 we will be again involving all students in The Resilience Project, a classroom based wellbeing program

To maintain our educational excellence there is a need to collect student charges. These funds provide materials, equipment and programs not funded by the government or our fundraising endeavours. For example: computer resources, literacy resources, reading support, and grounds maintenance and development. The school cannot fully provide these without assistance and support from the parent community.

Your contribution is vital to continue improving the amenities at the school beyond that provided by the government.

It is School Council's responsibility to determine additional local spending priorities and set an appropriate budget in accordance with community expectations. School Council has determined that the Levies for 2018 will total \$270 per child. The student charges are made up of 2 components.

- Essential Educational Items
- Voluntary Financial Contribution

The required amount for our student charges is the lowest of any school in the area and is based on all users paying their share. I am sure that you appreciate our need to request this payment.

In 2017 a high percentage of Voluntary Contributions were paid and we are very grateful to the 84% of you who supported the school in this manner. It is your children who benefit in the end. Our target for 2018 is that 100% of the student charges will be paid, enabling us to maintain the highest quality programs and facilities for your children.

It is a government expectation that parents will provide their children with textbooks where required, individual school requisites (pens, pencils, exercise books, paper, etc). We provide these supplies through payment of an "Essential Educational Items" levy. This cost for 2018 will be \$135. This cost also includes photocopying (for class worksheets & booklets) and class requisites, which are shared. It will also cover the cost of Mathletics, the online maths tutoring program we have been successfully operating for the past few years (all students have 24/7 access throughout the year). Junior students will also have access to Reading Eggs, which is from the same maker of Mathletics. We also purchase class sets of Maths workbooks and other reference books, rather than requiring them to be purchased individually. This method also ensures that your child has the same materials as the rest of the class. Students will also have a workbook from "The Resilience Project" to work through during the year.



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Book Collection

Your child's books and materials will be available for collection on

- Wednesday 20th December 2017 or
- Tuesday 30th January 2018, between the hours of 8.30-10.00am & 3.00-5.30pm, from the SCIENCE Room near the Performing Arts Centre.

Books can only be collected upon payment of the Essential Education Items Levy (\$135).

Payment

Levies can be paid online through Compass, or at the office by cash, cheque, EFTPOS or credit card. The Voluntary Financial Contribution can be paid in full or in 2 instalments as in previous years (Compass is set up for this also). If paying at the office, please print off the invoice page on Compass and return to school with your payment. If you choose to pay the levy component in 2 instalments through Compass, payments will be taken on February 26 & April 12.

If you are paying cash we would ask you to bring the correct amount to the office rather than send it with students. If you pay through Compass you can print a receipt of your payment which will act as your "book collection voucher" If you pay through the office a **book collection voucher** will be provided which will enable you to quickly collect the books on the distribution day which best suits you.

CSEF - Camps, Sports & Excursion Fund

Eligible families (Healthcare card holders) qualify for \$125 per primary student. This money can be used for camps, sports and excursions but cannot be used towards payment for Essential Educational Items.

Our School Council is very conscious of minimising the costs to parents that arise from the education of your children. However, we are proud of the quality programs and facilities we offer and continued improvement of our resources is critical to maintaining these standards. Your support, both financial and in terms of time and ideas, is vital in maintaining our dynamic learning community.

If you have any questions regarding this letter please contact Graeme Caudry, Carol Wyatt or Dale McInerney.

Yours sincerely,

Narelle Collins
School Council President

Graeme Caudry
Principal

Summary – Payment of 2018 Requisites & Levies

These payments will appear as separate payment requests on Compass

2018 Requisites & Levies

Essential Educational Items

Includes books, paper, pencils, diary, class sets, etc

\$135

(To be collected Wednesday December 20, 2017 or Tuesday January 30, 2018

Voluntary Contribution - School Council Curriculum & Facilities Levy

Student Welfare Officer, Reading Materials, Library/Audio Visual, Learning Technology, Facilities Development etc.

\$135

TOTAL AMOUNT Requested: per student

\$270