

Policy for Parent Payments to School

Purpose

- This policy is to support the process for collection of parent payments to facilitate quality learning for students.
- It aims to ensure fair and equitable resources for use within the school and to create a clear and precise process working in partnership with parents/guardians to support the best learning environment for students.
- To ensure that all communication with parents regarding requests for payment for school levies is compliant with DET policies
- To ensure that all school-level parent payment policies and processes are compliant with DET policy requirements

Guidelines



- School Councils can request payments from parents for **Essential Education Items** (e.g. individual student book packs, consumable materials for teaching and learning, textbooks, learning resources and materials)
- School Council provides the opportunity for parents to pay for **Optional Extras** when requested. (e.g. excursion payments, swimming lessons, interschool sport, performances and/or productions)
- School Council provides the opportunity for parents to pay the **Voluntary Financial Contributions** when requested (e.g. maintenance of outdoor equipment, grounds and school buildings)
- The school will not issue more than one request for **Voluntary Financial Contributions** and one reminder notice
- Stationery included under **Essential Education Items** (e.g. individual student book packs will be itemised and a list made available on request)

Implementation

- Parents and guardians will be provided with sufficient notice of requests for payment of essential items. A minimum of six weeks' notice prior to the end of the previous school year is recommended to allow parents and guardians sufficient planning time.
- Payment requests or letters to parents will clearly identify whether the items are essential education items.
- The school will not withhold access to enrolment or advancement to the next year level as a condition of payment of **Essential Education Items**. Students will not be treated differently, denied access to the standard curriculum program, or refused instruction on the basis of payments not being made for educational items or services
- The status and details of any payments or non-payments by parents and guardians will be kept confidential.
- Receipts for payments will be issued to parents in a timely manner upon payment
- Where families are experiencing financial difficulties, the principal will discuss with them the range of support options available and to negotiate alternative arrangement, such as a payment by instalment
- At no time will collectors or coercion be used to obtain funds from parents or guardians

Evaluation

Evaluation of this policy will be carried out by the Principal and Business Manager as part of the cyclic review process each year or as the need arises

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| Date Implemented | February 2017 |
| Author | Sue Fergeus, Pip Lewis |
| Approved By | School Council |
| Approval Authority (Signature & Date) |   |
| Date Reviewed | February 2020 |
| Responsible for Review | Sue Fergeus, Jenine Farley |
| Review Date | February 2021 |