(This section cannot be modified)

TEMPLATE

PARENT PAYMENT POLICY AND IMPLEMENTATION

**School Name**

# Purpose

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

# Rationale

The Victorian community shares a vision to build an education system that champions excellence and ensures that every child and young person has access to the opportunities to succeed in life, regardless of their background or circumstances.

Schools are best placed to make local decisions which ensure that all students can access a broad range of learning opportunities that support their expectations and promote their aspirations as they move through the education system. Parent contribution, in all forms, assists schools to provide an enriched learning and teaching program for every student and is highly valued by school communities.

Learning and teaching programs vary across schools based on local needs and circumstances and reflect each school’s priorities, decisions and resources. This, in turn, informs the parent payment charges approved by school councils that may vary from one school to the next.

# What can schools charge for?

The Education and Training Reform Act 2006 provides for instruction in the standard curriculum program to be free to all students in government schools. School councils are responsible for developing and approving school-level parent payment charges and can request payments from parents[[1]](#footnote-1) under three categories only- Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

**Essential Student Learning Items** are those items, activities or services that are essential to support student learning of the standard curriculum. These are items that the school considers essential for all students and which students take possession of. Parents may choose to provide the items themselves or buy the items from the school where practical and appropriate.

**Optional Items** are those items, activities or services that are offered in addition to or support instruction in the standard curriculum program. These are provided on a user-pays basis so that if parents choose to access them for students, they are required to pay for them.

**Voluntary Financial Contributions**

Parents can be invited to make a donation to the school for a general or specific purpose, e.g. school grounds projects, library fund or for new equipment. Only some Voluntary Financial Contributions are tax-deductible.

The attached diagram "Understanding Parent Payment Categories” provides examples of items and materials under each category.

In implementing this policy, schools must adhere to the following principles:

# Principles

* **Educational value:**  Student learning, aspirations and wellbeing are paramount when schools determine their parent payments practices
* **Access, equity and inclusion:** All students have access to the standard curriculum program and participation of all students to the full school program is facilitated
* **Affordability:** Cost to parents is kept to a minimum and is affordable for most families at the school
* **Engagement and Support:** Early identification and engagement strategies by the school ensure parents are well informed of the payment options and supports available for those experiencing hardship
* **Respect and Confidentiality:** Parents and students experiencing hardship are treated with respect, dignity, sensitivity and without judgement and the identity and personal information of all parents and students are kept confidential in respect to parent payments
* **Transparency and Accountability:** School parent payment practices are well communicated, clear and transparent and their impact on student programs and families are reviewed by school councils

# Cost and support to parents

When school councils consider the proposed requests for parent payments the cost is kept to a minimum and is affordable to most parents at the school.

School principals must ensure that:

* items students consume or take possession of are accurately costed
* payment requests are broadly itemised within the appropriate category
* parents are advised that they have the option of purchasing equivalent Essential Student Learning Items themselves, in consultation with the school
* information on payment options is available, accessible and easily understood to all parents so that they know what to expect and what supports they can access
* parents are provided with early notice of annual payment requests for school fees (i.e. a minimum of six weeks’ notice prior to the end of the previous school year). This enables parents to save and budget accordingly.
* parents are provided with reasonable notice of any other payment requests that arise during the school year- ensuring parents have a clear understanding of the full financial contribution being sought
* the status and details of any financial arrangements are kept confidential and only shared with relevant school personnel
* parents experiencing hardship are not pursued for outstanding school fees from one year to the next
* use of debt collectors to obtain outstanding school funds owed to the school from parents is not permitted
* there will be only one reminder notice to parents for voluntary financial contributions per year
* Invoices/statements for unpaid essential or optional items accepted by parents are not generated more than monthly or according to the parent payment arrangement with the school.

# Support for families

Families may experience financial difficulties and may be unable to meet the full or part payments requested. Principals and school councils exercise sensitivity to the differing financial circumstances of students and their families when considering parent payment fees. There are a range of support options available to support and assist parents. These can be accessed through [**“Cost support for families.”**](http://www.education.vic.gov.au/Documents/school/principals/spag/management/PP_Costsupportforfamilies.docx)

Consideration to hardship arrangements in respect to payment requests is provided to families experiencing long term hardship or short term crisis on a confidential, case by case basis. All schools have written hardship arrangements that include a proactive approach to providing support for parents experiencing financial difficulty.

All parents are provided the name and contact details of a nominated parent payment contact person at the school who they can discuss payment arrangements with.

# Engaging with parents

In respect to each school’s development of its parent payments, school councils will engage in effective communication with the school community and have strategies in place to ensure they are aware of and understand the needs and views of parents.

# Review of policy implementation

Schools will monitor the effectiveness and impact of the implementation of this policy at least annually as part of its ongoing improvement and report back to the school community.

The full Parent Payment Policy is available from the Department’s [**School Policy and Advisory Guide.**](http://www.education.vic.gov.au/school/principals/spag/management/pages/parentpayments.aspx)

Answers to the most commonly asked questions about school costs for parents see:   
[**Frequently Asked Questions – For Parents**](http://www.education.vic.gov.au/Documents/school/principals/spag/management/PP_FAQforparents.docx)



**Parent Payment Charges**

Kerang Primary School

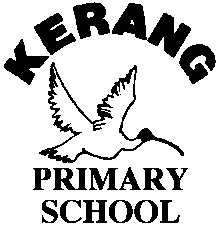
Parent Payment Policy

See Attachment A

# Family support options

* Second hand school clothing is available for $5 / piece
* CSEF
* State Schools Relief
* Local community supports

**Date of approval by School Council February 2020, revise 2021.**

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ABN: 16 182 014 694

Principal: Brenton Taylor

December 16, 2019

**Dear Parents,**

**Essential Education Items 2020 – Parent Payment per Child**

***Individual Student Stationery Supplies:***

**Grade Foundation – G.4 $50**

**Grade 5 – G.6 $60**

***Grounds Improvement Donation*** This is a voluntary contribution**$10**

**School Camps** Camps for 2020 are included for your information. Actual costs have not yet been finalised but the following will give you a good indication.

**You can start contributing to your child’s camp at the start of the year.**

**Grades 5/6** Canberra $ 450

RACV Energy Breakthrough $ 20

**Grade 3/4** Billabong Ranch $ 150

**Grade F/1/2** Kyabram Fauna Park or similar $ 30

**Students to Supply (Please name each item)**

Foundation – Grade 1

* Head phones, one packet of textas, pencil case, art smock and 2 boxes of tissues.

Grade 2

* Head phones, one packet of textas, pencil case, art smock and 2 boxes of tissues.

Grade 3/4

* Head phones, one packet of textas, pencil case, art smock and 2 boxes of tissues.

Grade 5-6

* Head phones, one ruler, pencil case, art smock and 3 boxes of tissues.

***Please note:*** *All new Foundation year students are supplied with a one off new Reader Satchel and returning students are to use the one previously supplied or purchase from the school uniform store at a minimal cost of $5.*

**2020 STUDENT CHARGES**

At Kerang Primary School we take pride in offering quality learning programs in a safe and stimulating environment. Kerang Primary is a non-profit organisation – all monies received and/or raised by the school finance learning programs and maintain and develop our school’s buildings and grounds.

The difference between funds provided by the Department of Education and Training through our Student Resource Package, and those required for the school to operate to the high standard that we expect, leaves a shortfall. School Council has made a decision that all parents are to make a minimal payment per child (see above) to purchase each students essential education items. To ensure all students have the correct requirements these student supplies will be purchased through the school. Each student will be issued with their individual stationery pack at the beginning of 2020 school year.

**School Fee Payment For Each Child**

**Student’s Book Pack payment must be made by Wednesday January 29, 2020**. **Only cash or cheque can be used at the office, payments can be made online to Kerang Primary School**

**BSB: 063542**

**Acc No: 10027920 Please put your surname and the code FEES.**

If your family has a valid Health Care Card as at January 28th, 2020, you will be eligible to apply for a $125 CSEF grant for each child. This money can only be used for camps and excursions and is allocated toward an individual student. It cannot be transferred within the family. See the accompanying form, it needs to be returned by February 28 next year.

The grounds improvement payment is a voluntary contribution by families to help fund the upkeep of our school grounds. It is also used towards our mowing and maintenance service.

**A repayment plan can be worked out for those who need it. Please speak to Robyn at the office.** EFTPOS facilities are not available at the school.

**School Uniform**

We supply all items of school uniform for purchase except bags and shoes.

The Uniform Shop is a service to parents and operates on a not-for-profit basis.

**It will be open on Tuesday January 28th 2020, PM only, between 1.30pm and 3.30pm.**

We do also have a small amount of second hand uniform available, at $5 per item.

**School Books**

School Council has this year decided the school will continue to provide most of your child’s classroom requirements through the school budget structure. Students will be required to bring some items from home.

**Individual student items will be supplied through their student packs, paid for with their fees.**

Upon receipt of fees children will be able to take their books home to be covered if they like.

**School Start**

The first day of Term 1 2020 will be a pupil free day.

**All students except Foundation commence school on Wednesday January 29, 2020.**

**(Foundation students do not attend school on a Wednesday during the months of January and February.)**

Foundation students start school on Thursday January 30.

If you have any queries, please contact

**Brenton Taylor (Principal) or Robyn Hopkins (Business Manager)**

**PH: 5450 3181**

1. Parent’ in the policy has the same meaning as in the *Education and Training Reform Act 2006*, which is: ’**parent’**, in relation to a child, includes a guardian and every person who has parental responsibility for the child including parental responsibility under the *Family Law Act* 1975 of the Commonwealth and any person with whom a child normally or regularly resides. [↑](#footnote-ref-1)