

Policy Number	Ratification Date	Reviewed	Review Date
35	Nov 2015	2015	2018



PARENT PAYMENT POLICY

Rationale

- 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.

Book Packs

Elsternwick Primary School has spent considerable time selecting the most appropriate requisites to meet the needs of our children. The book packs we request that you purchase for your child/ren contain high quality materials at a competitive price due to our ability to bulk order. Parents and guardians also have the option of purchasing equivalent materials from other sources. If parents and guardians choose to provide equivalent materials, this should be done in consultation with the school, as items should meet the specifications provided by the school.

No student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or voluntary contribution.

Parent Payment Categories

A: Essential education items are those items or services that are essential to support the course of instruction in the standard curriculum program that parents and guardians are responsible for and may choose to either provide or pay the school to provide.

These items include:

- Materials that the student takes possession of, including text books and student stationery.
- Materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. artwork and projects).
- Materials created on computers and ancillary technology.
- Transport and entrance for camps and excursions which all students are expected to attend.

B: 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, dance classes.
- School magazines, newsletters, class photographs.

Voluntary Contributions

Voluntary contributions are for those items and services that parents and guardians are invited to make a donation to the school, for example for grounds, maintenance, nursing service, a library or building trust.

Other Support Options

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. Support options are available to assist parents, including Schoolkids Bonus, Child Care Benefit, Family Assistance and State Schools Relief (uniforms and footwear).

Second Hand Uniform Shop

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

Payment Methods

Parents and guardians will be provided with early notice of payment requests for essential education items, the optional extras and voluntary contributions (a minimum of six weeks' notice prior to the end of the previous school year).

To further assist parents with payments, 2 payment options have been developed:

Option A Full amount by BPay, cash, cheque or credit card

Option B Payment in 2 instalments on specified dates where authority to debit a credit card will be given

Alternative payment options are available through the school with parents encouraged to make an appointment with the school to discuss circumstances and available options.

Statements for unpaid essential education items or optional items will be generated and distributed twice a year.

All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.