

PARENT PAYMENT POLICY

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 parents¹ 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

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.

- **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.”](#)

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 [Policy and Advisory Library](#).

PARENT PAYMENT POLICY IMPLEMENTATION

The following categories form Sandringham East Primary School's local implementation approach - note these categories are mandated by DET. See also appendix 'Understanding parent payment categories'.

PARENT PAYMENT CHARGES

- The Education & Training Reform Act 2006 provides for instruction in the standard curriculum program to be free to all students in Government schools. "Free Instruction" is the teaching staff, administration and the provision of facilities in connection with instruction of the standard curriculum program, including reasonable adjustments for students with disabilities. The standard curriculum includes core Learning and Teaching activities associated with the implementation of the Victorian Curriculum.
- The Department of Education & Training (DET) provides funding to schools through the Student Resource Package (SRP). This includes funding for the standard curriculum program and associated education items, equipment and operational costs which are an integral part of the SRP. However it does not cover all costs associated with Essential Student Learning Items.
- The Sandringham East Primary School Council believes that the amount allocated in the SRP is insufficient for us to provide the type of education expected by the school community which is preparing our students for today's complex world. In addition to the 'Essential Student Learning Items' we seek parent support with regard to the payment of 'Optional Items' and 'Voluntary Financial Contributions'
- School Councils are responsible for developing and approving school-level parent payment charges and can request payments from parents under three categories only – Essential Student Learning Items, Optional Items and Voluntary contributions

Category 1 – Essential Education Items are those compulsory items, activities or services that are essential to support student learning of the standard curriculum. These are items the school considers essential for all students and which students take possession of or have online access to via a school subscription including text books, student stationery items, art supplies, online platforms such as Mathletics etc. Parents may choose to provide the items themselves or buy the items from the school where practical and appropriate.

Category 2 - Optional Items are those items, activities or services that are offered in addition to 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.

Category 3 - Voluntary Financial Contributions: parents can be invited to make a donation to the school for general or specific purposes. Only some Voluntary Financial Contributions are tax-deductible.

PAYMENT ARRANGEMENTS AND METHODS

- Sandringham East Primary School offers flexible payment plans which provide parents with a number of instalment options and various ways to pay e.g. the school BPay, Credit Card, QKR, Compass or Cash (cash only in person).
- All payments are receipted in CASES21. Records of payments, contributions and any outstanding payments will remain confidential. Invoices for unpaid Essential Student Learning Items are generated and distributed on a regular basis, but not more than once per month.
- Current and detailed information is provided to parents through the annual Education Contribution letter which every family in the school receives for each child enrolled.
- Should parents elect to pay for each of the 'Key Experiences' separately, payment will be required at least 5 business days prior to the activity.
- Instalment plans can be tailored to suit individual family needs. To make arrangements parents will contact the Business Manager or Principal.

FAMILY SUPPORT OPTIONS

Support options available to support and assist families include:

- State Schools' Relief (SSR) offer a uniform and school shoes package in winter to students in Foundation whose family receive CSEF. The Business Manager makes contact with families to discuss the packages available. Consideration for special support is also available through SSR, families should make the request by contacting the school Principal, Assistant Principal, Business Manager or Wellbeing officer.

- On occasion we receive financial support from community clubs (for example Lions Club) for the sole purpose of supporting families financially.
- Second-hand uniform items are available through the SEPS second hand uniform open mornings.
- The Camps, Sports and Excursions Fund (CSEF) provides payments for eligible students to attend camps, sports and excursions. Families holding a valid health care or concession card or temporary foster families are eligible to apply. The CSEF application form is available for collection from the school or by contacting the school Business Manager at the commencement of the school year.

CONSIDERATION OF HARDSHIP

- The SEPS School Council appreciates that families sometimes experience financial difficulties in meeting requests for payments and contributions. The Principal and School Council will exercise sensitivity to the differing financial circumstances of students and their families when considering parent payment fees.
- Parents who are experiencing financial difficulties are encouraged to discuss their concerns by contacting the Business Manager or the Principal. All such discussions are treated sensitively, without judgment and in complete confidence.

Please make contact via phone 9598 1704, in person at the school office or via email:

Business Manager – Cath Campion – Catherine.campion@education.vic.gov.au

Principal – Laureen Walton – Laureen.walton@education.vic.gov.au

COMMUNICATION WITH FAMILIES

- Parents will be advised of the SEPS ‘Parent Payment’ policy via the newsletter and website.
- The current policy will be published in the policy section of the school website.
- Staff will be expected to be familiar with the policy and adhere to it.
- Updates or additional information will be communicated through the school newsletter.

FURTHER INFORMATION AND RESOURCES

- General inquiries or concerns about parent charges may be raised with the Business Manager or the Principal.
- Community Information and Assistance – there are a number of local services and welfare groups which can provide specialist support and assistance to students and families in financial crisis. A reference list of these organisations can be provided if required or found online.
- The Commonwealth Government provides a range of payments and services to help families look after their children’s health, education and other family issues. Parents and guardians should contact their local Centrelink office for more information.

MONITORING

It is the responsibility of the school council to monitor the implementation of the policy, identify the factors/measures to be taken into account, such as transparency of processes and engagement with parents.

This policy will be made available on the school website with an update in the school newsletter notifying the community of its availability.

REVIEW CYCLE

This policy was last updated on June 2020

Policy is to be reviewed every **1 year**.

Understanding Parent Payment Categories

Schools

What does the legislation say?

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.

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.

What do schools pay for as part of 'free instruction'?



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.

The standard curriculum for Years F-10 means implementation of the Victorian Curriculum F-10.

The standard curriculum for senior secondary schools means a program that enables a student to be awarded a VCE or VCAL qualification.

What principles govern parent payment practice?

Educational Value | Access, Equity & Inclusion | Affordability
Engagement & Support | Respect & Confidentiality | Transparency & Accountability

Parents

What may parents be asked to pay for?

Schools can request payment for Essential Student Learning Items



These are items, activities or services that the school deems **essential** to student learning of the standard curriculum.

Where practical and appropriate, parents may choose to purchase items through the school or provide their own.

These may also be either:

Items the student takes temporary or permanent possession of

- 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

Activities associated with instruction that all students are expected to attend

i.e. travel, entry fees or accommodation

- e.g.
- excursions
 - incursions
 - school sports
 - work placements

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.

Schools determine how items, activities and services are classified within these categories based on the learning and teaching program of their school.

Schools can request payment for Optional Items

These are items, activities or services that are **optional** and are offered in addition to the standard curriculum.

Students may access these on a user-pays basis.

These may be either:

Items the student purchases or hires

- e.g.
- school magazines, class photos
 - functions, formals, graduation dinners
 - materials for extra curricular programs
 - student accident insurance

Activities the student purchases

- e.g.
- fees for extra curricular programs or activities, such as instrumental music tuition
 - fees for guest speakers
 - campus, excursions, incursions, sports
 - entry fees for school run performances

Items and/or materials that are more expensive than required to meet the standard curriculum

- e.g.
- use of silver in metal work instead of copper
 - supplementary exam revision guides

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.

For more information on Parent Payments and Personal Devices, visit the DET website at: www.education.vic.gov.au

Schools can invite
**Voluntary
Financial
Contributions**
for



- e.g.
- Building or Library fund (Tax deductible)
 - Voluntary contributions for a specific purpose, such as equipment, materials, services.
 - General voluntary contributions