

PARENT PAYMENT POLICY

PURPOSE:

Instruction in the standard curriculum program is provided free to all students in Victorian government schools. Free instruction includes learning and teaching, instructional supports, materials and resources, administration and facilities associated with the provision of the standard curriculum program.

The standard curriculum program encompasses the core learning and teaching activities associated with the AusVELS. The standard curriculum package covers all the materials that are used as part of the standard curriculum taught in all Victorian Government schools. They include such things as library books, physical education equipment and teaching and learning materials for the core subjects.

To provide a comprehensive curriculum that meets the needs of the school community and is in line with community expectations of educational standards additional parental payments are required. These funds are utilised for classroom consumables, curriculum texts, camps and excursions.

SCOPE:

There are three categories of educational items or services that school council can request payments from parents and or guardians:

- Essential Educational Items which parents/guardians are required to provide or pay the school to provide for their child (e.g., stationery, textbooks and school uniforms where required, camps and excursions)
- Optional Extras which are offered on a user-pays basis and which parents/guardians may choose whether their child accesses or participates in (e.g. extracurricular programs or activities such as religious education)
- Voluntary contribution to school library that the parents choose to make

DEFINITION:

The Schools will offer to purchase essential items on behalf of all parents. Where it is possible to have a specification parents will be given the option to purchase 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.

The school reserves the right to request items be provided only by the school e.g. classroom supplies, food products etc.

POLICY:

Essential Payments:

Essential payments are for those materials provided in addition to the 'standard curriculum program', and which are offered to all students. These are provided to the students and are taken possession by the students. These items include:

- stationery
- text books
- school uniforms

Optional Payments:

Optional extras 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 choose to access them they will be required pay for the instructional supports, resources and administration beyond the provision of the standard curriculum program (for example, student computer printing for personal use, internet access for recreational or non-school use and religious education materials);

- instrumental music tuition
- internal/school-based performances, productions and events
- religious education

Payment Arrangements and Non-Payment:

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 education items, services or voluntary financial contributions.

All students will have access to the standard curriculum program.

Parents and guardians will be provided with an alternative option for their children if they choose not to participate in an excursion or camp.

Where families have difficulty making payments, the Principal or delegate will meet with them to discuss alternative payment methods such as payment by instalments that will need to be met to ensure attendance at events.

Invoices for unpaid essential education items or optional items accepted by parents are generated and distributed on a regular basis, but not more than once a month.

The Principal will ensure any records of payment or contribution by parents and guardians is kept confidential.

The public identification of students or their parents and guardians who have or have not made a payment or financial contribution is deemed unacceptable and will not occur in any circumstances.

PARENT PAYMENT

Under no circumstances will collectors of any type (including debt collectors) be used by the school to obtain any funds from parents and guardians. (This does not apply to funds owed for Out of School Hours Care).

MORE INFORMATION AND RESOURCES

- [School Attendance Guidelines](#)
- School Policy and Advisory Guide: [Attendance](#)
- [School intranet](#)

REVIEW CYCLE AND EVALUATION

This policy was last updated on 19th August 2020 and is scheduled for review in August 2022.