



# PARENT PAYMENT POLICY AND IMPLEMENTATION



## Inverloch-Kongwak Primary Schools

### 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<sup>1</sup> 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:

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<sup>1</sup> 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.

## 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.”](#)

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](#).

Answers to the most commonly asked questions about school costs for parents see:

[Frequently Asked Questions – For Parents](#)

# 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
  - camps, 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](http://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

# Inverloch-Kongwak Primary Schools

## Parent Payment Policy

### PARENT PAYMENT CHARGES

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.

This policy ensures that:

- costs are kept to a minimum
- payment requests are clearly itemised under the three parent payment categories
- items that students consume or take possession of are accurately costed
- no student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or voluntary contribution
- access to enrolment or advancement to the next year level will not be withheld as a condition of payment for any of the three categories.

Inverloch / Kongwak Primary Schools spends considerable time selecting the most appropriate items and services to meet the needs of our students. 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. There may also be certain items that due to their nature may only be provided by the school.

- Essential Student Learning Items at Inverloch and Kongwak Primary Schools include
  - items the students take temporary or permanent possession of to support their learning (e.g. stationery, art materials, cooking, learning subscriptions)
  - activities associated with instructions that all students are expected to attend to support their learning (e.g. incursions)
- Optional Items at Inverloch and Kongwak Primary Schools include
  - School camps and excursions
- Voluntary Financial Contributions at Inverloch and Kongwak Primary Schools include
  - Nil in 2019

### PAYMENT ARRANGEMENTS AND METHODS

- Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions (e.g. a minimum of six weeks notice prior to the end of the previous school year).
- Costs will be kept to a minimum with payment requests/letters fair and reasonable. To further assist parents with payments, three payment options have been developed:
  - Option A Full payment at beginning of Term 1
  - Option B Payment at the beginning of each Term
  - Option C Other payment arrangements
- Receipts will be issued to parents immediately upon making payment.
- Parents have the option to provide their own Essential Student Learning items and the school will provide a list of the items.
- Parents and guardians will be provided with an alternative option for their children if they choose not to participate in an excursion or camp;
- Only the initial invitation for voluntary financial contributions and one reminder notice is to be sent to all parents and guardians;
- Under no circumstances will collectors of any type including debt collectors, be used by the school to obtain any funds from parents and guardians.

- 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.
- Children who transfer to the school after the beginning of Term 1 and require Essential Education Items will pay on a pro-rata basis.
- The Principal will ensure any records of payment or contribution by parents and guardians is kept confidential.
- The school will ensure that the status and details of any payments or non-payments by parents/guardians are confidential.
- Reminders for unpaid essential education items or optional extras will be generated once each term.
- Only the initial invitation for voluntary financial contributions and one reminder notice will be issued per year to parents and guardians.

## **REFUNDS**

Refunds for activities such as camps, excursions and swimming, will be considered on a case by case basis and refunds will be made only on items or services where the cost is reclaimable from providers. Parents/carers are made aware of this through this policy and communications of the school's Parent Payment policy.

## **FAMILY SUPPORT OPTIONS**

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist eligible parents, including the Schoolkids Bonus, State Schools Relief Committee and the Camps, Sports and Excursions Fund.

## **CONSIDERATION OF HARDSHIP**

- 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;
- The school will not withhold access to enrolment or advancement to the next year level as a condition of payment.
- Contact personnel will be included in the annual notification of parent payments.
- The school will consider hardship arrangements for families on a confidential and case-by-case basis. Alternative payment options are available through the school and parents are encouraged to make an appointment with the school to discuss circumstances and available options.
- Parents and guardians will be provided with a payment installment plan which needs to be negotiated with the Principal leading up to the expected date of payment.
  - Parents who have difficulty paying for essential items are to be directed to a range of support options, including:
    - Any CSEF Dairy credits, if available
    - State Schools Relief Committee for uniform requirements including a Prep Uniform Pack available in Term One for CSEF recipients
    - Local support from outside agencies such as Salvation Army, Uniting Care
    - Payment installment plan, as agreed to by the Parent & Principal.
- Payments may be requested but not required prior to the commencement of the year in which the materials and services are to be used.

## **COMMUNICATION WITH FAMILIES**

- The school is to provide parents with early notice (6 weeks prior to the end of the school year) of costing associated with Essential Education Items, Optional Extras and Voluntary Financial through the newsletter.
- Contributions for the following year. Payment may be requested, but not required, prior to the commencement of the year in which the materials and services are to be used.
- The Parent Payment policy and the school's implementation will be communicated with the school community through Compass and the school's website.
- State the opportunities available for parents to raise any issues, make general inquiries about charges and the contact details where complaints can be referred

- The completed and signed Parent Payment Policy and Implementation template is lodged to the school's website.

### **MONITORING AND REVIEW OF THE IMPLEMENTATION OF THE POLICY**

- School Council and the Finance Committee will ensure that the school complies with the DET policy.
- The school will action this policy in accordance with Department of Education policy and guidelines ensuring educational value, affordability, clarity, engagement and support, respect and confidentiality transparency and accountability.

School Council Approval	<i>Kongwak PS</i>	<i>Nov 27<sup>th</sup> 2019</i>
	<i>Inverloch PS</i>	<i>Nov 21<sup>st</sup> 2019</i>
Review Cycle:	1	
Next review and approval:	2020	



## Inverloch / Kongwak Primary School

### Parent Payment Charges 2020 Year Prep – Grade 6

Dear Parents,

Inverloch and Kongwak Primary Schools receive strong support from families through the payment of essential education items charges. This financial support enables our school to provide a wide range of curriculum programs that would otherwise not be possible given the school's limited financial resources. In order to offer great educational experiences for students, the School Council has decided on the parent payment charge for 2020 as set out on the payment schedule listed below. The parent payment charge pays for essential educational items which supplement our education program, but are not totally funded through Department of Education and Training.

Essential Education Items payment of \$220 Includes:

Item	Description	Qty	Cost
Bookpack	<p><b><u>Prep, Grade 1, Grade 2</u></b>            Writing Books, Scrap Books            Glue Sticks, Coloured Pencils,            Pencils Jumbo Triangular 2B,            Grid Books, Ruler, Red Margin Pencils</p> <p><b><u>Grade 3, 4, 5, &amp; 6</u></b>            Scrap Books, Display Books, Grid Book A4,            Exercise Books, Project Books A4, Glue Sticks , Pencil Lead, Pencil            Copperplate Red, Sharpener 2 Hole, Erasers, Senior Scissors, Ruler,            Highlighters, A4 Handy Pouch, Pencils Coloured, Textas, Pocket Wallet,,            Black Fine Liner, Pens Red &amp; Blue.</p> <hr/> <p>Coloured Paper, Sticky Tape, Masking Tape, Glue Sticks,            Pens, pencils, display folders, scissors,</p>	1  Pack	\$60
Stationery Classroom Pack			
Diary	Diary / Communication Record		\$10
Prep	Blue Reader Bag		\$10
Grade 1 / 6	Sound Waves Spelling Licence		\$10
Technology	Lap Top Computer 1 to 1 program contribution + classroom web-based software		\$110
Arts	Incursions - Entry Fee		\$20
	Art Materials		\$10

There will be no Book Pick Up Day in 2020. All supplies will be delivered directly to classes in readiness for the new school year.



All parent payments can be made by cash, cheque or EFT.

Parents are invited to pay their parent payments of \$220 after January 1st.

Please quote your family name if paying by direct deposit.

Inverloch Direct Deposit            633.000            A/C 125455469

Kongwak Direct Deposit            633.000            A/C 126405034

**(Card payment facilities available for Inverloch Primary School students only)**

Face to face payments can be made from Tuesday 28th January 2020

Inverloch and Kongwak Primary School makes every effort to keep the cost and number of items which need to be purchased to a minimum. We also try to ensure that the costs are affordable for all parents.

The school appreciates that families may sometimes experience financial difficulties in meeting payment requests. A range of support options are available to parents as per the Parent Payment policy on the schools website.

Families with a Health Care Card are eligible to apply for Camp, Sports and Excursion Fund (CSEF) to support other ongoing costs such as camps and excursions during the year.

(<http://www.education.vic.gov.au/csef> or visit the school for an application form)

Families who do not have immediate capacity to pay are also able to enter into alternative and confidential payment arrangements with the school. Should you require financial assistance please contact the Principal Brett Smith or Business Manager Deb Miller at the office.

Please note that additional school charges may arise during the year. It is expected that there will be excursions and activities, camps and swimming program, and will operate on a user pays basis.

Information and costs regarding these will be distributed during the year.

Year level handbooks will give some indication as to what extra charges to expect.

Yours sincerely,

Brett Smith  
Principal