



PARENT PAYMENTS POLICY

Rationale:

The Education & Training Reform Act 2006 empowers school councils to charge parents for goods and services used in the course of instruction of their children, as well as to raise funds. As the quality and variety of educational programs offered by our school are enhanced, School Council requests payment from parents for certain student materials and services charges, and for modest voluntary financial contributions.

Aims:

To provide high quality learning opportunities for all students, by supplementing limited government funds with approved financial contributions and payments from parents.

Implementation:

School Council supplements Department of Education and Training funds by requesting payments from parents for the following items:-

1. **Essential Student Learning Items** These are items, activities or services that the school deems **essential** to student learning in the standard curriculum. Where practical and appropriate, parents may choose to purchase items through the school or provide their own. Examples are: text books, student stationery, uniforms, materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. technology projects, food technology (food provisions, due to their nature, can only be provided by the school), workbooks, photography), activities associated with instruction that all students are expected to attend, such as costs associated with excursions and work placements.
2. **Optional Items** These are items or services that are **optional** and are offered in addition to the standard curriculum. Students may access these on a user pays basis. These items include: activities the student purchases (e.g. fees for extra-curricular programs or activities offered in addition to the standard curriculum such as instrumental music tuition; fees for guest speakers; optional camps and excursions; entry fees to school-based performances, productions and events), items the student purchases or hires (e.g. school magazines; class photos; formals/graduation functions; materials for extracurricular activities; student accident insurance), items and materials that are more expensive than required to meet the standard curriculum (e.g. use of Tasmanian Oak in wood work instead of pine).

In addition, School Council invites parents to make donations by means of:

3. **Voluntary Financial Contributions** which are non-compulsory donations for specific projects eg: resources, grounds projects, or technologies equipment.
- Parents will be made aware of the costs associated with all payments by December of the previous year, along with a recommended payments schedule.
 - The payments schedule will include itemised details relating to all payments, an option to purchase goods elsewhere (where appropriate), essential payment dates, options to make payments by instalments, clear definitions of the category of any payments (ie: Essential, Optional or Voluntary), an alignment between payment dates and the timing of CSEF payments and advice to parents to contact the principal if they require support or additional information.
 - All payments and non-payments will be strictly confidential. The public identification of students or their parents where payments have or have not been received will not occur.
 - All costs and processes associated with parent payments and voluntary contributions will be reasonable, will be defensible in relation to Department of Education and Training requirements, and will be within the expectations and capacity of the school community.
 - As with all parent payments to the school, Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the principal.
 - Invoices for **Essential Student Learning Items** and **Optional Items** will be mailed monthly.
 - Unpaid **Essential Student Learning Items** payments will not result in any detriment by the school to the student or family. Unpaid **Optional Items** payments may compromise a student's ability to be involved in the optional activity in question.
 - No collectors of any type, including debt collectors, will be used to obtain funds from parents or students.
 - Parents who make voluntary contributions will receive letters of appreciation.
 - The principal will ensure that all staff are aware of this policy and adhere to it.

Evaluation:

This policy is required to be reviewed annually by School Council to confirm/enhance internal control procedures.

This policy was last updated in February 2020