

# 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 the school 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.

## Principles

In implementing this policy, schools must adhere to the following principles:

- **Educational value:** Student learning, aspirations and wellbeing are paramount when schools determine their parent payments practices

---

<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.

- **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. There are a range of support options available to support and assist parents. These can be accessed through “**Cost support for families**” at <http://www.education.vic.gov.au/school/parents/financial/Pages/families.aspx>. 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.

Alternative payment options are available through the school and parents are encouraged to make an appointment with the college business manager/parent payment contact officer to discuss circumstances, available options and payments plans.

## **Non Curriculum Related Activities**

**Participation in non-curriculum related activities, not limited to but including activities such as Presentation Ball, Year 12 Valedictory Dinner and various extra-curricular camps and excursions may be restricted if a participating student's "Essential Education Items" charges have not been paid in full.**

## **Payment arrangements**

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, several payment options have been developed:

- Option A - Full amount payable by last business day in February
- Option B - Payment by instalments
- Option C - Individual payment arrangements

Payments may be requested but not required prior to the commencement of the year in which the materials and services are to be used.

Payment requests to parents will be itemised and the category each item falls under will be clearly identified as an essential education item, optional education item or voluntary financial contribution. Receipts will be issued to parents immediately upon making payment.

Reminders for unpaid essential education items or optional extras will be generated and distributed on a regular basis to parents, but not more than once a month.

Only the initial invitation for voluntary financial contributions and one reminder notice will be issued per year to parents and guardians.

Alternative payment options are available through the school and parents are encouraged to make an appointment with the college business manager/parent payment contact officer to discuss circumstances, available options and payments plans.

## **Family Support Options**

### ***Sustainable School Shop***

The Sustainable School Shop provides access to second-hand textbooks, uniforms, calculators, stationery, musical equipment, etc. all year. Parents can also even trade with other parents from nearby schools as many schools use this service. Please visit [www.sustainableschoolshop.com.au](http://www.sustainableschoolshop.com.au)

### ***Camps, Sports and Excursions Fund (CSEF)***

The Camps, Sports and Excursions Fund provides payments for eligible students to attend camps, sports and excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply and a Special Consideration eligibility category also exists.

### ***State Schools' Relief***

State Schools' Relief may cover the cost of new school uniforms, shoes, books and more for disadvantaged students. State Schools' Relief only responds to requests from school principals, assistant principals or welfare coordinators. Parents or carers who are struggling need to make an appointment with the school to discuss their situation.

### **Local community supports**

- **Saver Plus** is an initiative of Brotherhood of St Laurence and ANZ, delivered locally by community organisations in 22 locations in Victoria. Saver Plus assists individuals and families on lower incomes to have every dollar up to \$500 saved over a 10-month period matched by ANZ to go towards education-related costs.
- **The Smith Family's 'Learning for Life program'** provides financial support, guidance and mentoring for disadvantaged students. The Smith Family works with a select number of schools and may require referral from the school principal.
- **Travellers Aid Australia's Pathways to Education program** provides student travel passes to young people experiencing financial difficulties, enabling them to travel to school or other forms of training and education. The program is limited to students who attend secondary education in an alternative setting, namely community schools and secondary education at a tertiary institution.
- **A Start in Life** is an Australian charity based in New South Wales that provides assistance to disadvantaged students from kindergarten through to tertiary studies.
- **Good Shepherd Microfinance** provides affordable financial programs for people on low or limited incomes that may assist families to afford educational costs and other expenses.
- The **No Interest Loan Scheme (NILS)** provides access to fair and safe credit (up to \$1,200) for the purchase of essential goods and services delivered through a network of local community organisations in 650 locations across Australia, including through Financial Counselling Victoria and Travellers Aid.

**Evaluation:** This policy is required to be formally minuted and reviewed by College Council annually

**Related policies:** School Policy Advisory Guide – <http://www.education.vic.gov.au>

*This policy was endorsed by the College Council in August, 2016*