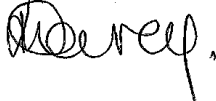



Woori Yallock Primary School

School Number: 1259



Parent Payment Policy

Date Implemented	27/3/2018
Author	Oliver Thockloth
Approved By	School Council
Approval Authority School Council President: (Signature & Date)	 27/3/2018
Approval by Principal or Nominee	 17/3/2018
Responsible for Review	Principal
Review Date	27/03/2019
References	



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Parent Payment Policy

AIM:

To conform to the guidelines from the Department of Education and Early Childhood Development.

To provide a clear distinction between the three categories of payment and to be accountable for the use that payments and contributions are put to.

To collect the maximum revenue in payments and contributions.

To provide fairness in terms of program options and payment methods for parents.

Ratified by School Council: 6 November 2016

Review date: September 2018

RATIONALE

Woori Yallock Primary School offers a rich and varied educational program to students. In order for this to continue and to expand, contributions from parents are necessary to meet funding shortfalls.

DEFINITIONS

Free Education - Victorian legislation provides that instruction in the standard curriculum program must be provided free to all students in Victorian government schools. Free instruction includes the provision of learning and teaching activities, instructional supports, materials and resources, and administration and facilities associated with the standard curriculum program. The costs associated with the administration and co-ordination of the standard curriculum program are considered to be part of free instruction and must not be passed onto parents.

All records of payments or contributions are confidential. The public identification of students or their parents or guardians who have or have not made a payment or contribution is unacceptable and must not occur in any circumstances.

What are parents and guardians required to pay for?

Parents can be asked to pay for essential education items including:

- Items which students take possession of, including text books and student stationery
- School uniform (where applicable)
- Essential services associated with, but not considered to be part of, 'instruction' in the standard curriculum program, such as costs associated with camps, sporting events and excursions which all students are expected to attend (for example, transport and entrance costs).

What are the optional extras that parents may have to pay for?

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 you choose to access them for your child you will be required to pay for them. These items include:

- Contributions for a specific purpose identified by the school (for example, equipment, materials or services in addition to those funded through the Student Resource Package. This may include additional computers or student-related services)
 - General voluntary financial contributions or donations to the school.

Implementation:

On correspondence to parents, it has to be clear if the charge is:

- For essential educational items which parents are required to provide or pay the school to provide such as stationery, books, school uniforms, programs provided by outside specialist (eg.visiting artists, speakers, performers) compulsory excursions which are part of class programs.
- For optional extras which are offered by invitation on a user-pays system. This may include camps and optional excursions,.
- Voluntary contributions for which parents are asked to contribute a set sum to the school development due to funding shortfalls

The schedules set should take into account the need to:

- Keep charges to parents relative to the costs of school programs
- That parents should be able to discuss, individually and confidentially, alternative schedules for payment in hardship cases and that it is possible to negotiate these alternative schedules.
- That students can be excluded from activities that are optional or extra-curricular for example Incursions/Excursions/Sporting Events and Camps if there is no payment or there are outstanding fees.
 - That no student can be excluded from the school program for non-payment of voluntary contributions.
 - That parents be notified early with requests for payment
 - That communication with parents, including CASES 21 invoices should make the School's policy clear.
- More than one request to parents for **essential** and optional charges is allowable. Personal follow-ups for non-payment of essential and optional fees are to be made to the parents by the School.

RECEIPTING

Receipts will be issued by Accounts Receivable staff to parents or students when payment is made for all monies received.

SUPPORT OPTIONS

Parents who have difficulty paying for essential items may have access to a range of support options including:

- A payment plan may be discussed and arranged with the Business Manager.
- Centrepay through Centrelink benefits. To be arranged with the Business Manager.