



# Parent Payment Policy



<b>Date Implemented</b>	31/5/2022
<b>Document Owner</b>	Business Manager
<b>Approved By</b>	WYPS School Council
<b>Approval Authority SC President</b>	 30/5/2022
<b>Approval by Principal or Nominee</b>	 30/5/2022
<b>Review Date</b>	2023

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

## 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 can parents and guardians be asked to pay for?

Parents can be asked to contribute to

- Curriculum Items such as student stationery and specialist items
- Extra-Curricular items and activities not considered to be part of, 'instruction' in the standard curriculum program, such as costs associated with camps, sporting events and excursions. 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.
- Other contributions for non-curriculum items and activities relating to the school's functions and objectives.

## IMPLEMENTATION

See third page of document.

**The schedules set should consider 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 extra-curricular for example Incursions/Excursions/Sporting Events and Camps if there is no payment.
- 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
- Personal follow-ups for non-payment of extracurricular items and activities 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.

## ONE PAGE OVERVIEW



### FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



### PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

#### Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

#### Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

#### Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



### FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



### SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.