References: DEECD Parent Payments in Victorian Government Schools

PARENT PAYMENTS
WILMOT ROAD PRIMARY SCHOOL

Rationale:
This policy provides information to parents regarding payments they make to Government schools. This policy covers payments for essential education items, optional extras and voluntary financial contributions. This policy will be sent home with school newsletters in early November each year.

Aims:
School Council will be responsible for developing policy and plans to allocate their overall resources to best meet the needs of students and their educational program. This will occur as outlined in the context of the Department of Education and Early Childhood Development (DEECD) Parent Payments in Victorian Government Schools, 2008 document.

Implementation:
• There are 3 categories of parent payments:
  1. Essential Education items- which parents and guardians are required to provide or pay the school to provide for their child (eg stationery, textbooks and school uniforms where required).
  2. Optional Extras- which are offered on a user-pays basis and which parents and guardians may choose whether their child accesses or participates in (eg. School photos, camps, and extra curricular programs or activities)
  3. Voluntary Financial Contributions- which parents and guardians may be invited to donate to the school (eg. Grounds beautification, additional computers).
• Principals are responsible for the implementation and administration of the school-level policy.
• The school-level policy must be communicated within the school and all staff are to be familiar with and adhere to it.
• Parents must be given notice of requests for payment of essential and optional extra items 6 weeks before end of prior year.
• Payment may be requested but not required prior to commencement of the year.
• Payment arrangements should coincide with the timing of the availability of Education Maintenance Allowance (EMA) support for eligible parents/guardians.
• Confidentiality re status and details of any payment or non payment will be maintained at all times.
• Access to enrolment or advancement to next year level will not be withheld as a consequence of non payment.
• Payment requests, letters and invoices will comply with DEECD guidelines. This includes option of purchase where applicable, alternate payment options, discussion with the Principal, details of how payments will be spent and a copy of this policy upon request.
• Support options will be provided for parents who have difficulty paying for essential items. These may include Education Maintenance Allowance (EMA) and access to State Schools Relief Committee (assistance with clothing/uniforms). Such discussion will be made by appointment with the Principal.
• School Councils may invite voluntary financial contributions as detailed in the DEECD guidelines and such items can only be requested once, with one reminder.
• Invoices for unpaid Essential Education items or Optional Extra items accepted by parents will be generated on a regular, monthly basis.
• At no time will students be treated differently or denied access to the standard curriculum program.
• At no time will coercion or use of collectors of any type be used to obtain funds from parents/guardians.

Review:
To be reviewed by Wilmot Road Primary School Council every year in Term 3 or 4.

This policy was last ratified by School Council in... November 2013

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