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 and maintaining policy and plans to allocate their overall resources to best meet the needs of students and their educational program. Wilmot Road Primary School work in close partnership with parents and the school community to provide the best educational opportunities and outcomes for students both inside and outside the classroom. The contribution that parents make to their children’s education has an important role in enriching the school’s learning and teaching program and improving educational outcomes, wellbeing and engagement in learning. This will occur as outlined in the context of the Department of Education (DET) Parent Payments in Victorian Government Schools, School Policy and Advisory Guide 2016.

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, text books 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, swimming 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.

Wilmot Road PS has been paid an allowance to assist parents who hold a valid Health Care Card and students who are present at school by the commencement of the school year.
For 2016 Parents who do not have a valid Health Care Card, or have not provided a valid copy to the school office, will be required to pay the fee for books, stationary and excursions.

Students who arrive late for the start of the school year or transfer throughout the year will be required to pay fees, as the allowance will have been received at their previous school, not at Wilmot Road PS.
A declining fee schedule for excursions will depend on which excursions have already taken place throughout the year for students not accessing Schools Camps and Excursion Funding.

Payment Methods: Payments are to be made by cash to the school office where a receipt will be issued to parents.

Payment Options and Arrangements: After discussion with the school, payments can to be spread over terms 1, 2 and 3, with all fees paid by the end of term . Deductions can be made by Centrepay payments.
To discuss payment arrangements please contact the schools nominated parent payment contacts:-

Principal, Jenny Manuel
Business Manager, Lyn Ward

on Phone 5821 4953 or email Wilmot.road.ps.shepparton@edumail.vic.gov.au.
Communication with families: Parents can raise any issues, make general inquiries about charges with the nominated parent payment contacts. Any complaints should be discussed in person with the Principal, Jenny Manuel.

- 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 DET 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 access to Schoolkids Bonus (Centrelink payments to families in January and July, 2016), Camps Sports and Excursions Fund (CSEF), State Schools Relief Committee (assistance with clothing / uniforms). Secondhand Uniform Shop, Local community supports. Such discussion will be made by appointment with the Principal.

- School Councils may invite voluntary financial contributions as detailed in the DET 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.... AUGUST 2016