18th November 2017

Dear Parent/Guardian

Re: Parent Payments 2017

The Wilmot Road School Council has approved the school's parent payment charges.

The Parent Payment Policy, and how the school will implement the policy, is attached as well as the 2017 list of payment items/services requested for your child’s program.

While payment is not required until the start of the 2017 school year we would appreciate payment by Friday 17th February 2017. All parent payments and contributions can be made by cash to the school’s office.

The school appreciates that families may sometimes experience financial difficulty in meeting payment requests. A number of support options are available to parents who have difficulty making payments including the school’s second-hand shop, State Schools Relief or the Camps, Sports and Excursions Fund.

If you will experience difficulty in making the requested payments please contact our Parent Payment contact person, Lyn Ward on 5821 4953 or wilmot.road.ps.shepparton@edumail.vic.gov.au, who you can have a confidential discussion with about alternate arrangements.

Yours sincerely

Jenny Manuel
Principal

Sue Trevaskis
School Council President
November 2016

Dear Parent

**Fees 2017**

The government will again provide extra financial support directly to Victoria’s neediest schools by way of the Camps, Sports and Excursions Fund in 2017.

Wilmot Road Primary School will continue to offer support to our families for payment of Bookpacks, Classroom stationery and Incursions/Excursions. To be eligible for this funding support families will need to be a holder of a valid Health Care Card or Pension Card and students enrolled at Wilmot Road Primary School on January 31, 2017. A Copy of this valid Healthcare Card will need to be given to our school office by 17th February 2016.

Wilmot Road Primary School continues to offer low cost, quality education by sourcing best prices and bulk purchasing where possible to ensure the education essential items ie School Books, Stationary supplies are kept to a minimum. We also plan incursions/excursions that are affordable to our families. The incursions/excursions planned are associated with, but not part of the instruction in the standard curriculum program.

**2017 Fees have been set by School Council as follows:-**

**Essential Education Items**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost per student</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookpacks/Stationery</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>WRPS Reader Pocket</td>
<td>$10</td>
<td>Only for Foundation or new students to WRPS</td>
</tr>
<tr>
<td>Sports &amp; Excursions</td>
<td>$70</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$100</strong></td>
<td><strong>$110 if Reader Pocket required</strong></td>
</tr>
</tbody>
</table>

**Optional Items** Prices will be confirmed when booking confirmed in 2017

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming</td>
<td>$55</td>
</tr>
<tr>
<td>Camps</td>
<td>As advised throughout the year</td>
</tr>
</tbody>
</table>

Please note: Additional school charges may arise during the year however WRPS will endeavour to include all sports/ incursions in the $70 as mentioned above. The optional extras of swimming and camps costs are advised when bookings are made. Families will be advised during the year if these prices should change.
What this means to our families:-

Valid Healthcare/Pension Card Holders
All families are required to pay the Book pack / Stationery cost of $30/student by 17th February.
If your student is commencing school at WRPS there will be an additional cost of $10 for the Reader Pocket.
If you are eligible for the Camps, Sports and Excursion Funding in 2017 this will pay for the
Incursion/Excursion portion of the fee structure.

Please ensure you take your valid Healthcare card to the office by 12/2/2017 and complete the CSEF
Form to register your eligibility for assistance with your school fees.

No Health Care/Pension Card
Families who do not hold a valid Healthcare card are requested to pay for Book pack and Excursion Fees of
$100 plus $10 reader pocket if required.

This payment of $100 is due to the office by 17th February, 2017.

For families who are experiencing difficulty we offer a flexible payment plan as follows:

<table>
<thead>
<tr>
<th>Payment</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment 1</td>
<td>$40 by 20/2/17</td>
</tr>
<tr>
<td>Payment 2</td>
<td>$40 by 28/4/17</td>
</tr>
<tr>
<td>Payment 3</td>
<td>$20 by 24/7/17</td>
</tr>
<tr>
<td>Total</td>
<td>$100</td>
</tr>
</tbody>
</table>

Late Enrolments
Students who arrive late for the start of the year or transfer throughout the year will be required to pay the
Bookpack and a declining fee schedule for the Excursion Fees. If you have a valid Health Care Card your
previous school will have received the supported funding via CSEF and the portion not used should be
forwarded to our school. Please advise your previous school which school you will be attending so that
they can forward the unused portion of the CSEF.

If you are experiencing financial hardship Wilmot Road Primary School has a secondhand uniform shop or
access to State Schools Relief Committee for part uniform payments.

If you have any questions please do not hesitate to contact me.

Jenny Manuel
Principal

Sue Trevaskis
School Council President
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 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.... FEBRUARY 2017
Understanding Parent Payment Categories

Schools

What does the legislation say?

The Education and Training Reform Act (2006) provides for free instruction in the standard curriculum program to all students in government schools. The Act also empowers school councils to charge fees to parents for goods and services provided by the school to a child.

In the Act, a 'Parent' includes a guardian and every person who has parental responsibility for a child including parental responsibility under the Commonwealth Family Law Act 1975 and any person with whom a child normally or regularly resides.

What do schools pay for as part of 'free instruction'?

- Free instruction is the teaching staff, administration and the provision of facilities in connection with the instruction of the standard curriculum program, including reasonable adjustments for students with disabilities.
- The standard curriculum for Years F-10 means implementation of the Victorian Curriculum F-10.
- The standard curriculum for senior secondary schools means a program that enables a student to be awarded a VCE or VCAL qualification.

What principles govern parent payment practice?

- Educational Value
- Access, Equity & Inclusion
- Affordability
- Engagement & Support
- Respect & Confidentiality
- Transparency & Accountability

Parents

What may parents be asked to pay for?

Schools can request payment for Essential Student Learning Items

These are items, activities or services that the school deems essential to student learning of the standard curriculum.

Where practical and appropriate, parents may choose to purchase items through the school or provide their own.

These may also be either:

- Items the student takes temporary or permanent possession of:
  - e.g. textbooks, activity books, exercise books
  - stationery, book bags
  - student ID cards, locks
  - cooking ingredients, students will consume
  - materials for final products that students take home (technology projects, build-your-own kits, dioramas)
  - Picture Exchange Communication Systems

- Activities associated with instruction that all students are expected to attend:
  - i.e. travel, entry fees or accommodation
  - e.g. excursions, incursions, school sports, work placements

Parents can be asked to pay for items, activities and services in the three Parent Payment Categories:

- Essential Student Learning Items
- Optional Items and Voluntary Financial Contributions

Schools determine how items, activities and services are classified within these categories based on the learning and teaching program of their school.

Schools can request payment for Optional Items

These are items, activities or services that are optional and are offered in addition to the standard curriculum.

Students may access these on a user-pays basis.

These may be either:

- Items the student purchases or hires:
  - e.g. school magazines, class photos
  - functions, formals, graduation dinners
  - materials for extra curricular programs
  - student accident insurance

- Activities the student purchases:
  - e.g. fees for extra curricular programs or activities, such as instrumental music tuition, fees for guest speakers, camps, excursions, incursions, sports, entry fees for school run performances

- Items and/or materials that are more expensive than required to meet the standard curriculum:
  - e.g. use of silver in metal work instead of copper, supplementary exam revision guides

Schools can invite Voluntary Financial Contributions for:

- e.g. Building or Library fund (Tax deductible)
- Voluntary contributions for a specific purpose, such as equipment, materials, services.
- General voluntary contributions

Support for families experiencing hardship is available at every school and each school has a parent payment contact person. See your school's policy for more information.

For more information on Parent Payments and Personal Devices, visit the DET website at: www.education.vic.gov.au