

# Edithvale Primary School - Policies & Procedures

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## **PARENT PAYMENTS**

### **RATIONALE**

This policy will cover payments for Essential Education Items, Optional Extras and Voluntary Financial Contributions and the parameters, terms and conditions within which these requests may be made.

### **IMPLEMENTATION**

- This policy is based on the DET 'Parent Payments Policy', which was updated in September 2016.
- School Council and the Finance Committee will ensure that the school complies with the DET policy.

### **Parent Payment Charges**

Edithvale Primary School provides a comprehensive, creative and challenging educational program for all of our students in a supportive and caring environment. A clear specification of the items we are able to charge for, including descriptions and outline of costs within the three payment categories has been provided to all families along with their booklist.

We are heavily reliant on the Voluntary Financial Contributions we receive, to provide exciting learning opportunities and a safe working environment for all members of our Edithvale Primary School community. These contributions allow us to provide facilities and programs that are not otherwise provided for through the SRP. Without these contributions, many resources that benefit your child may not be offered at Edithvale Primary School, including items such as: maintenance and replacement of classroom fixtures, fittings and furniture as well as any minor works, improvements and maintenance of our school grounds and buildings.

### **Payment arrangements and methods**

We prefer payment to be made via OfficeMax when ordering your Booklist for the start of the year; however, we will also accept payment using QKR (our preferred method of payment) cash, cheque or credit card, at the office. For more expensive items such as camps, we will have a payment / instalment plan available.

### **Family support options**

We have various options to assist families who are suffering financial hardship, some of these are listed below for your information.

- We have a second hand uniform shop available at school, every Tuesday between 3 pm and 4 pm, with good quality second hand uniform available at good prices.
- CSEF is available to families who hold a health care card or are on a Centrelink pension. Ask at the office for more information.
- State Schools Relief is an organisation associated with Schools, who can supply school uniform, books and shoes to eligible students. Again, ask at the office for more information.
- Local community supports are sometimes available to help families suffering with financial hardship. We can source these for you if required.
- Parents who have difficulty paying for essential items are to be directed to a range of support options, including: Centrelink - Centrepay, Scheduled Payment Schemes, State Schools Relief for uniform requirements.

## Consideration of hardship

- Parents/Guardians experiencing financial hardship should make contact with Mr Whitla or Mr Schneider, who are our parent payment contacts. Parents/Guardians can communicate with them by phone (9772 1393), email ([edithvale.ps@edumail.vic.gov.au](mailto:edithvale.ps@edumail.vic.gov.au)) or in person, about their financial situation and related difficulties to discuss their options and arrangements available to them.
- The School will not withhold access to enrolment or advancement to the next year level as a condition of payment.
- The School will ensure that the status and details of any payments or non-payments by parents/guardians are confidential.
- Students will not be treated differently, denied access to the standard curriculum program, or refused instruction on the basis of payments not being made for education items, services of voluntary financial contributions.
- All students will have access to the standard curriculum program.
- Parents and guardians will an alternative option for their children if they choose not to participate in an excursion or camp.
- Under no circumstances will collectors of any type, including debt collectors, be used by the school to obtain any funds from parents and guardians.
- We know it can be embarrassing to discuss this hardship, and ensure you that we will always treat your situation with the utmost of confidence. We may also discretely approach families who we think may need support and special payment arrangements to be made.

## Communication with families

- This policy, along with the DET policy, and FAQs will be published on our school website: [www.edithvaleps.vic.gov.au](http://www.edithvaleps.vic.gov.au)
- The school will provide parents/guardians with early notice of requests for payment of Essential Education Items, Optional Extras and Voluntary Financial Contributions ie: a minimum of 6 weeks' notice where possible.
- Parents may be requested, but not required, to pay these prior to commencement of the year in which the materials and services are to be used. School Council can request payments from parents in the following categories:
  - **Essential Student Learning Items:** These are items which parents/guardians pay the school to provide (or purchase equivalent Essential Student Learning Items themselves, in consultation with the school if appropriate). These are items, activities or services that are essential to support student instruction in the standard Victorian curriculum program that we consider essential for all students and include: stationery packs for individual students that are specific to their year level. These include text books and student stationery that the individual student takes possession of.
  - **Optional Items:** These are items, activities or services are offered in addition to the standard curriculum program. These are provided on a user-pays basis and if parents/guardians choose to access them for students, they will be required to pay for them. These include items such as: camps, excursions, incursions, sports; fees for extra-curricula activities and programs; class photos & student accident insurance.
  - **Voluntary Financial Contributions:** Parents are invited to make a donation to the school for the purpose of maintaining a safe, healthy and vibrant school environment. Eg: school grounds projects and new playground equipment. The School will only ask for these voluntary financial contributions once initially and will only issue one reminder during the year. A family statement can be sent out every month.
- Parents/guardians are able to raise any issues or make general inquiries about charges by contact either **Mr Whitla** or **Mr Schneider**, by phone, email or in person.

### Monitoring and review of the implementation of the policy

School Council will continue to monitor the implementation of this policy, identify the factors/measures to be taken into account, such as transparency of processes and engagement with parents, how/when it will be reported back to the school community, and timing and processes of review.

For more information please see the Department's FAQ page at:

<http://www.education.vic.gov.au/school/parents/financial/Pages/parentpaymentfaqs.aspx>

RATIFIED BY SCHOOL COUNCIL ON	21.02.2017
PRINCIPAL	James Whitla
SCHOOL COUNCIL PRESIDENT	Steve Smith
EVALUATION	This policy will be reviewed as part of the school's annual cycle, or as required due to changes in relevant Acts, Laws or should situations arise that require earlier consideration.