

## Parent Payments Policy

### Purpose

This policy outlines the ways in which Edithvale Primary School can request payments or voluntary contributions from parents and ensures that parent payment practices in schools are consistent, transparent and that all children have access to the standard curriculum.

### Summary

- All students at Edithvale Primary School must have free access to instruction that is offered to fulfil the curriculum requirements in the eight key learning areas of the Victorian Curriculum F-10 and the Victorian Certificate of Applied Learning (VCAL).
- Edithvale Primary School can only request payments from parents under 3 categories: Essential Student Learning Items, Optional Items and Voluntary Contributions.
- Edithvale Primary School must consider support options and make arrangements for families who are experiencing financial hardship and are unable to make payments.
- Edithvale Primary School must have their parent payment arrangements approved by their school council and uploaded onto their public websites.
- Edithvale Primary School cannot:
  - deny students access to the standard curriculum program, refuse instruction or disadvantage students on the basis of payments not being made for education items or activities
  - request payments from parents for school operating costs (for example, utility costs) or general and unspecified charges (for example, subject levies)

### Details

Edithvale Primary School must adhere to the Parent Payments Policy which is outlined as follows.

### Free instruction

All students at Edithvale Primary School must have free access to instruction that is offered to fulfil the standard curriculum requirements in the 8 key learning areas:

1. English
2. Mathematics
3. Sciences (including physics, chemistry, and biology)
4. Humanities and social sciences (including history, geography, economics, business, civics, and citizenship)
5. The arts
6. Languages
7. Health and physical education
8. Information and communication technology and design and technology.

Free instruction includes 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.

Edithvale Primary School cannot deny students access to the standard curriculum program, refuse instruction or disadvantage students on the basis of payments not being made for education items or activities. Edithvale Primary School cannot withhold student access to enrolment or advancement to the next year level as a condition of payments being made.

## Parent payment categories

Edithvale Primary School can only request payments from parents under 3 categories:

### 1. Essential Student Learning Items

Essential Student Learning Items are items and activities which Edithvale Primary School deems as essential for student learning, without which, students would be unable to access the school's delivery of the standard curriculum.

Where practical and appropriate, parents may choose to purchase essential items through a company recommended by Edithvale Primary School or provide their own. Where a student cannot provide an essential student learning item or participate in an essential activity, Edithvale Primary School must make alternative arrangements e.g. make the item available through the school or provide alternative financial support options.

Essential Student Learning Items do not include:

- school operating costs
- generic subject levies or fees
- non-curriculum related costs
- unspecified charges

Edithvale Primary School must be able to justify why an item or activity has been categorised as an Essential Student Learning Item.

### 2. Optional Items

Optional Items are items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum. Students access these on a user pays basis.

Optional Items include non-curriculum-based school events, optional excursions and camps, optional sporting or music programs and materials that do not relate to the standard curriculum such as school magazines.

### 3. Voluntary Contributions

Edithvale Primary School can invite parents to make a voluntary contribution to support the school. Voluntary Contributions can be for general or clearly explained specific purposes that relate to the school council's functions and objectives. Where a Voluntary Contribution is requested for a specific purpose, the funds may only be used for that purpose.

There are no obligations on parents to make any Voluntary Contributions and Edithvale Primary School cannot refuse students instruction in the standard curriculum if their parents do not contribute.

## **Financial help for families**

Edithvale Primary School has a commitment and responsibility to be responsive to parents who may be experiencing either short-term or long-term financial hardship.

Edithvale Primary School must:

- ensure costs to parents are kept to a minimum and made affordable for families
- consider and make arrangements for families who are experiencing financial hardship and are unable to make payments for their child
- nominate a parent payment contact person(s) to support families with parent payment arrangements

## **Definitions**

### **Standard curriculum**

Standard curriculum is the Victorian Curriculum F-10 and Victorian Certificate of Applied Learning (VCAL).