



## PARENT PAYMENT POLICY

### Rationale:

- Locally raised funds add significantly to the school's ability to provide a diverse and high quality curriculum.

### Purpose:

- To ensure that parent payment practices are consistent, transparent and ensure that all children have access to the standard curriculum

### Parent Payment Charges:

- Essential Student Learning items: Include items, activities and services that are essential for schooling and include:
  - Stationery packs
  - Access to Reading Eggs and Mathletics Computer Programs
  - Take Home Books
  - Standardised Test Materials
- Voluntary Financial Contributions - Families are invited to pay the voluntary financial contributions to supplement the school's Annual Budget.
  - General - \$110 per student: These contributions will provide funds for improvements to the outdoor play area and sporting facilities such as the upgrade of the old basketball courts.
  - Grounds Maintenance - \$33.00 per family: These contributions allow for mowing grass, replenishing of sand for the sandpit, placement of landing mulch under the playground equipment and safety inspections of playground equipment.
  - Wetlands Maintenance - \$22.00 per family: These contributions allow for tree planting, mowing grass, weed maintenance and signage upgrades for the wetlands area.

### Payment Arrangements and Methods:

Parents can pay the 2019 Back to School costs in full prior to the end of the 2018 school year, on Book Collection Day and by instalments after completing a Balnarring Primary School Parent Payment Plan form.

### Family Support Options:

- Parents are encouraged to speak with the school Principal, Rhonda Stephens if they are having any financial difficulties, so that further support options can be made available.
- Camps, Sports and Excursions Funds (CSEF) are available to be used to pay for student activities throughout the year and an application form for eligible parents is made available.
- 2019 Foundation students who are entitled to receive CSEF funds are also eligible to receive a uniform pack from State Schools Relief. This form will also be made available to parents.
- Second hand uniform is available to purchase by gold coin donation.

### **Consideration of Hardship:**

- Balnarring Primary School's nominated parent payment contact person is the Principal, Rhonda Stephens who is responsible for making final decisions.
- All camps and excursion/incursion permission notices to include information on support available to families if they find themselves experiencing financial difficulties.
- The Staff Guide will include information for staff on the process to follow if they become aware of a family experiencing financial hardship.
- Parents experiencing hardship are not pursued for outstanding school payments from one year to the next.
- Students will not be denied access to a particular subject due to their inability to contribute to the relevant subject levy or any voluntary contribution.
- Support Process includes:
  - Identify any school expenses that will be due to be paid in the following six weeks.
  - Offer the family to pay for the expenses by instalments or other arrangements.
  - Family to complete the "pay by instalment" proforma and return to the Business Manager.
  - Documentation to be filed in the school office activities attendance/payment plan book.
  - Office staff to monitor payments, family circumstances and advise the Principal, Rhonda Stephens if deemed necessary.
  - If payments are not able to be made, further discussions to be held between the family and the Principal, Rhonda Stephens.
  - Confidentiality to be considered at all times.

### **Communication with Families:**

- Parents are advised at least six weeks prior to the end of the previous school year of the 2019 Back to School costs.
- The letter which is attached to the 2019 Back to School costs forms will include all relevant information contained in the Parent Payment Policy, including the name of the person to contact for any concerns.
- Parents are informed that they have the option to purchase equivalent Essential Student Learning Items themselves, in consultation with the school.
- After approval from School Council, the 2018 Parent Payment Policy will be distributed to families together with any other supporting documents.
- The 2018 Parent Payment Policy, the Frequently Asked Questions for Parents and any other supporting documents will be published on the school's website and made available on the COMPASS computer program.
- There will only be one reminder notice parents for voluntary financial contributions per year.
- Statements for unpaid Essential Student Learning items are not generated more than monthly.
- As the costs of excursions/camps etc are worked out on the number of students who return permission forms, there can be no refunds given if a student does not attend.
- In the case of camps, refunds will only be given for the amount that is not a fixed charge and therefore a cost to the school.

### **Monitoring and Review of the Implementation of the Policy:**

- School Council will review this policy and the level and purpose of parent payments, together with the administrative and financial processes for parent payments consistent with the Department of Education and Training Parent Payments – School Policy and Advisory Guide.

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

October 2018