

Parent Payment Policy

Rationale

The Education & Training Reform Act 2006 ensures the provision of free instruction in the standard curriculum program and empowers School Councils to charge for goods & services used in the course of instruction, and to raise funds.

Free instruction includes learning & teaching, instructional supports, materials & resources, administration & facilities associated with the provision of the standard curriculum program.

School Council can request payments from parents for student materials & service charges, and for voluntary financial contributions. These payments fall into 3 categories:

- **Essential Student Learning Items** are those items, activities or services that are essential to support student learning of the standard curriculum. These are items that the school considers essential for all students and which students take possession of.
- **Optional Items** are those items, activities or services that are offered in addition to or support instruction in the standard curriculum program. These are provided on a user-pays basis so that if parents choose to access them for students, they are required to pay for them.
- **Voluntary Financial contributions**
Parents can be invited to make a donation to the school for a general or specific purpose. Only some Voluntary Financial Contributions are tax-deductible.
The attached diagram "Understanding Parent Payment Categories" provides examples of items and materials under each category.

Other support options

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist eligible parents & families are invited to make contact with the school's Principal or Business Manager to discuss these.

Payment arrangements

Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions (e.g. a minimum of six weeks' notice prior to the end of the previous school year).

Costs will be kept to a minimum with payment requests/letters fair and reasonable. To further assist parents with payments, various payment options have been developed.

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| Option A | Full payment in relation to Essential education items either via Compass, BPay, or EFTPos. |
| Option B | Instalment Payments via Compass |
| Option C | Other Payment arrangement, including CentrePay – please contact Business Managers to discuss a range of arrangements available. |

Alternative payment options are available and parents experiencing difficulties are encouraged contact with the school's Business Managers on 59242500 to discuss confidentially circumstances and available options.

Payments may be requested but not required prior to the commencement of the year in which the materials and services are to be used.

Payment requests to parents will be itemised and the category each item falls under will be clearly identified as an essential education item, optional education item or voluntary financial contribution.

Receipts

Eftpos receipts will be issued to parents immediately upon making payment.

Official school CASES 21 receipts will be forwarded home within a reasonable time frame.

Receipts for payments made via Compass may be printed by parents at time of payment.

Reminders for unpaid essential education items or optional extras will be generated and distributed on a regular basis to parents, but not more than once a month.

Only the initial invitation for voluntary financial contributions and one reminder notice will be issued per year to parents & guardians.

All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

Schedule of Fees

Parent Payment are approved annually by School Council.

Parent Payment Refunds

At the discretion of the Principal (or nominee), parent/guardians of a student that leaves our school during Terms 1, 2 or 3 may request a refund of fees. Students will be refunded quarter of the annual fee for each full term they will not be at school in that year. This is to cover website subscriptions and supplies used during their time at Wilandra Rise Primary School.

Communication with Families

Copies of this, and all our policies, are available to view on the school website: www.wilandrariseps.vic.edu.au. Any feedback from parents regarding this policy should be directed to School Administration by email on Wilandra.rise.ps@edumail.vic.gov.au or phoning the school on 5924 2500.

Review

This policy will be reviewed annually and approved by School Council.

Appendix:

Understanding Parent Payment Categories