

Parent Payment Policy

PURPOSE

School councils are able to request payments or contributions for education items and services from parents and guardians for students in Victorian government schools in the three categories – essential education items, optional extras and voluntary financial contributions.

POLICY

This policy ensures that:

- costs are kept to a minimum
- payment requests are clearly itemised under the three parent payment categories
- items that students consume or take possession of are accurately costed
- no student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or voluntary contribution
- access to enrolment or advancement to the next year level will not be withheld as a condition of payment for any of the three categories.

Dandenong South Primary School spends considerable time selecting the most appropriate items and services to meet the needs of our students.

Parents and guardians also have the option of purchasing equivalent materials from other sources. If parents and guardians choose to provide equivalent materials, this should be done in consultation with the school, as items should meet the specifications and quality provided by the school. There may also be certain items that due to their nature may only be provided by the school.

Parent Payment Categories

Essential education items are those items or services that are essential to support the course of instruction in the standard curriculum program that parents or guardians are requested to pay the school to provide or may provide themselves, if appropriate.

These items include:

- materials that the student takes possession of, including text books and student stationery
- materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g.technology, art, cooking and science)
- school uniform
- transport and entrance for excursions which all students are expected to attend .e.g Life Education

Optional extras are those that are provided in addition to the standard curriculum program, and which are offered to all students. These optional extras are provided on a user-pays basis and if parents and guardians choose to access them for students, they will be required to pay for them.

These items include:

- Swimming program
- Camps

- school-based performances, productions and events
- class photographs.

Voluntary financial contributions are for those items and services that parents or guardians are invited to make a donation to the school, for example for grounds maintenance, a library or building trust. Dandenong South Primary School does not request parents to pay Voluntary financial contributions.

Excursions

In order to support parents in meeting the costs of their children's education, the school will organise major excursions (e.g. Healesville Sanctuary, Zoo costing between \$20- \$30) in the months between July and November.

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, including the Schoolkids Bonus, State Schools Relief Committee and the Camps, Sports and Excursions Fund. (Apply in Term 1 & 2 and if eligible funds can be accessed after July when the school receives it.)

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, three payment options have been developed:

- Option A: Full amount at the beginning of Term 1
- Option B: Payment by 10th Feb, 18th April and 30 June
- Option C: Other payment arrangements in consultation with the Principal

Alternative payment options are available through the school and parents are encouraged to make an appointment with the school to discuss circumstances and available options.

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

Receipts will be issued to parents immediately upon making 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.

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

REVIEW

This policy was endorsed by the Dandenong South Primary School Council on 27th May 2021 and is scheduled for review as part of our four year cycle or as required.