

PARENT PAYMENTS POLICY

RATIONALE

Sussex Heights Primary School is committed to providing a high level education and a broad range of opportunities to all students while taking into consideration the financial challenges that many families face.

GOALS

- To comply with the Education and Training Reforms Act 2006 and DEECD Circular S300-2008 Parent Payments in Victorian Government Schools.
- To properly administer parent payments for essential education items, optional extras and voluntary contributions that Sussex Heights Primary School may request and the parameters, terms and conditions within which requests for Parent Payments and Voluntary Contributions may be made.
- To ensure that students are not treated differently, denied access to a standard curriculum program, or refused instruction on the basis of payments not being made for education items, services or voluntary financial contributions.

GUIDELINES

- The School Council and Finance Committee will ensure that the school complies with the DEECD policy for Parent Payments and Voluntary Financial Contributions in Victorian Government Schools.
- Parents/guardians will be provided with notice of requests for payment of essential education items and optional extras in early December of the previous school year.
- The advice to parents/guardians will provide a clear description of the payment categories and which category items fall under.
- All items that students consume or take possession of will be accurately costed.
- Payment arrangements will coincide with the timing of the availability of Education Maintenance Allowance (EMA) for eligible parents/guardians.
- Parents/Guardians will be informed that the Education Maintenance Allowance can be put towards Parent Payments.
- The status and details of any payments or non-payments by parents and guardians is to be kept confidential.
- Parents will be invited to contact the Principal if, due to personal financial difficulties, they wish to discuss alternative payment options.
- Details of how funding collected will be spent will be outlined in information sent to parents/guardians.
- Payment requests or letters to parents will clearly identify whether items are essential education items or optional extras.
- All payments will be receipted in CASES21. Parents will be provided with a receipt upon payment.
- Payments will be kept to a minimum and all requests for payment will be fair and reasonable.
- The school will invite voluntary financial contributions for the Grounds Maintenance.
- The school will not insist on payment prior to the commencement of the year in which the materials and services are to be used.
- The school will not pressure parents to sign over their portion of the EMA.
- The school will not withhold access to enrolment or advancement to the next year level as a condition of payment of essential education items, optional extras or voluntary financial contributions. All students will have access to the standard curriculum program.
- The school will not issue more than one request for voluntary financial contributions and one reminder notice.
- The school will not coerce or harass parents and guardians to obtain payment.
- The school will not send invoices for unpaid essential education items or optional items accepted by parents more than once a month.
- The school will not under any circumstances use collectors of any type, including debt collectors, to obtain any funds from parents/guardians.
- A copy of this policy will be provided to all parents/guardians.

This policy will be reviewed as part of the school's cyclic review strategy.

Status: Reviewed August 2014

Ratified: