



PARENT PAYMENTS POLICY

RATIONALE

Mount Waverley Heights Primary School is committed to providing 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:
 - Education and Training Reforms Act 2006
 - DET Policy for Parent Payments
 - Voluntary Financial Contributions in Victorian Government Schools
- To administer parent payments that Mount Waverley Heights Primary School may request for:
 - essential education items
 - optional extras
 - voluntary contributions
- To comply with the terms and conditions for Parent Payments and Voluntary Contributions

GUIDELINES

- The School Council and Finance Committee will ensure that the school complies with the DET 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
- All items that students use or take possession of will be accurately priced
- Parents/Guardians will be informed of the availability of the Camps, Sport & Excursion Fund for eligible families
- The status and details of any 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 funds 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
- Parents will be provided with a receipt upon request
- 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 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, 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 a part of the school's cyclic review process.

Status: Reviewed Sept 2017

Ratified: Oct 2017

Next Review: Sept 2020