

# PARENT PAYMENT POLICY AND IMPLEMENTATION

## Manchester Primary School

### PURPOSE

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

### RATIONALE

The Victorian community shares a vision to build an education system that champions excellence and ensures that every child and young person has access to the opportunities to succeed in life, regardless of their background or circumstances.

Schools are best placed to make local decisions which ensure that all students can access a broad range of learning opportunities that support their expectations and promote their aspirations as they move through the education system. Parent contribution, in all forms, assists schools to provide an enriched learning and teaching program for every student and is highly valued by school communities.

Learning and teaching programs vary across schools based on local needs and circumstances and reflect each school's priorities, decisions and resources. This, in turn, informs the parent payment charges approved by school councils that may vary from one school to the next.

### WHAT CAN SCHOOLS CHARGE FOR?

The Education and Training Reform Act 2006 provides for instruction in the standard curriculum program to be free to all students in government schools. School councils are responsible for developing and approving school-level parent payment charges and can request payments from parents<sup>1</sup> under three categories only- Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

**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. Parents may choose to provide the items themselves or buy the items from the school where practical and appropriate.

**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, e.g. school grounds projects, library fund or for new equipment. Only some Voluntary Financial Contributions are tax-deductible.

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<sup>1</sup> Parent' in the policy has the same meaning as in the *Education and Training Reform Act 2006*, which is: 'parent', in relation to a child, includes a guardian and every person who has parental responsibility for the child including parental responsibility under the *Family Law Act 1975* of the Commonwealth and any person with whom a child normally or regularly resides.

The attached diagram "Understanding Parent Payment Categories" provides examples of items and materials under each category.

In implementing this policy, schools must adhere to the following principles:

### PRINCIPLES

- **Educational value:** Student learning, aspirations and wellbeing are paramount when schools determine their parent payments practices
- **Access, equity and inclusion:** All students have access to the standard curriculum program and participation of all students to the full school program is facilitated
- **Affordability:** Cost to parents is kept to a minimum and is affordable for most families at the school
- **Engagement and Support:** Early identification and engagement strategies by the school ensure parents are well informed of the payment options and supports available for those experiencing hardship
- **Respect and Confidentiality:** Parents and students experiencing hardship are treated with respect, dignity, sensitivity and without judgement and the identity and personal information of all parents and students are kept confidential in respect to parent payments
- **Transparency and Accountability:** School parent payment practices are well communicated, clear and transparent and their impact on student programs and families are reviewed by school councils

### COST AND SUPPORT TO PARENTS

When school councils consider the proposed requests for parent payments the cost is kept to a minimum and is affordable to most parents at the school.

School principals must ensure that:

- items students consume or take possession of are accurately costed
- payment requests are broadly itemised within the appropriate category
- parents are advised that they have the option of purchasing equivalent Essential Student Learning Items themselves, in consultation with the school
- information on payment options is available, accessible and easily understood to all parents so that they know what to expect and what supports they can access
- parents are provided with early notice of annual payment requests for school fees (i.e. a minimum of six weeks' notice prior to the end of the previous school year). This enables parents to save and budget accordingly.
- parents are provided with reasonable notice of any other payment requests that arise during the school year- ensuring parents have a clear understanding of the full financial contribution being sought
- the status and details of any financial arrangements are kept confidential and only shared with relevant school personnel
- parents experiencing hardship are not pursued for outstanding school fees from one year to the next
- use of debt collectors to obtain outstanding school funds owed to the school from parents is not permitted
- there will be only one reminder notice to parents for voluntary financial contributions per year

- Invoices/statements for unpaid essential or optional items accepted by parents are not generated more than monthly or according to the parent payment arrangement with the school.

### **SUPPORT FOR FAMILIES**

Families may experience financial difficulties and may be unable to meet the full or part payments requested. Principals and school councils exercise sensitivity to the differing financial circumstances of students and their families when considering parent payment fees. There are a range of support options available to support and assist parents. These can be accessed through [“Cost support for families.”](#)

Consideration to hardship arrangements in respect to payment requests is provided to families experiencing long term hardship or short term crisis on a confidential, case by case basis. All schools have written hardship arrangements that include a proactive approach to providing support for parents experiencing financial difficulty.

All parents are provided the name and contact details of a nominated parent payment contact person at the school who they can discuss payment arrangements with.

### **ENGAGING WITH PARENTS**

In respect to each school’s development of its parent payments, school councils will engage in effective communication with the school community and have strategies in place to ensure they are aware of and understand the needs and views of parents.

### **REVIEW OF POLICY IMPLEMENTATION**

Schools will monitor the effectiveness and impact of the implementation of this policy at least annually as part of its ongoing improvement and report back to the school community.

The full Parent Payment Policy is available from the Department’s [School Policy and Advisory Guide](#).

Answers to the most commonly asked questions about school costs for parents see: [Frequently Asked Questions – For Parents](#)

# Understanding Parent Payment Categories

## Schools

### What does the legislation say?

The Education and Training Reform Act (2006) provides for free instruction in the standard curriculum program to all students in government schools. The Act also empowers school councils to charge fees to parents for goods and services provided by the school to a child.

In the Act, a 'Parent' includes a guardian and every person who has parental responsibility for a child including parental responsibility under the Commonwealth Family Law Act 1975 and any person with whom a child normally or regularly resides.

### What do schools pay for as part of 'free instruction'?



Free instruction is the teaching staff, administration and the provision of facilities in connection with the instruction of the standard curriculum program, including reasonable adjustments for students with disabilities.

The standard curriculum for Years F-10 means implementation of the Victorian Curriculum F-10.

The standard curriculum for senior secondary schools means a program that enables a student to be awarded a VCE or VCAL qualification.

### What principles govern parent payment practice?

Educational Value | Access, Equity & Inclusion | Affordability

Engagement & Support | Respect & Confidentiality | Transparency & Accountability

## Parents

### What may parents be asked to pay for?

#### Schools can request payment for Essential Student Learning Items



These are items, activities or services that the school deems **essential** to student learning of the standard curriculum.

Where practical and appropriate, parents may choose to purchase items through the school or provide their own.

These may also be either:

#### Items the student takes temporary or permanent possession of

- e.g.
- textbooks, activity books, exercise books
  - stationery, book bags
  - student ID cards, locks
  - cooking ingredients students will consume
  - materials for final products that students take home (technology projects, build-your-own kits, dioramas)
  - Picture Exchange Communication Systems

#### Activities associated with instruction that all students are expected to attend

i.e. travel, entry fees or accommodation

- e.g.
- excursions
  - incursions
  - school sports
  - work placements

Parents can be asked to pay for items, activities and services in the three Parent Payment Categories:

Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

Schools determine how items, activities and services are classified within these categories based on the learning and teaching program of their school.

#### Schools can request payment for Optional Items

These are items, activities or services that are **optional** and are offered in addition to the standard curriculum.

Students may access these on a user-pays basis.

These may be either:

#### Items the student purchases or hires

- e.g.
- school magazines, class photos
  - functions, formals, graduation dinners
  - materials for extra curricular programs
  - student accident insurance

#### Activities the student purchases

- e.g.
- fees for extra curricular programs or activities, such as instrumental music tuition
  - fees for guest speakers
  - camps, excursions, incursions, sports
  - entry fees for school run performances

#### Items and/or materials that are more expensive than required to meet the standard curriculum

- e.g.
- use of silver in metal work instead of copper
  - supplementary exam revision guides

Support for families experiencing hardship is available at every school and each school has a parent payment contact person. See your school's policy for more information.

For more information on Parent Payments and Personal Devices, visit the DET website at: [www.education.vic.gov.au](http://www.education.vic.gov.au)

Schools can invite **Voluntary Financial Contributions** for



- e.g.
- Building or Library fund (Tax deductible)
  - Voluntary contributions for a specific purpose, such as equipment, materials, services.
  - General voluntary contributions

Manchester Primary School

# Parent Payment Policy

## PURPOSE

- 1.1 This policy is to support the process for collection of Parent Payments to facilitate access to the standard curriculum.
- 1.2 It aims to ensure fair and equitable resources for use within the school and to create a clear and precise process working in partnership with parents/guardians to support the best learning environment for students.
- 1.3 To ensure that all communication with parents regarding requests for payment for Parent Payments is compliant with Department of Education & Training policy.

## BROAD GUIDELINES

- 2.1 School Councils are responsible for developing and approving school-level Parent Payment charges and can request payments from parents under three categories only- Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

<b>Essential Student Learning Items</b>	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. Parents may choose to provide the items themselves or buy the items from the school where practical and appropriate.
<b>Optional Items</b>	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.
<b>Voluntary Financial Contributions</b>	Parents can be invited to make a donation to the school for a general or specific purpose, e.g. school grounds projects, library fund or for new equipment. Only some Voluntary Financial Contributions are tax-deductible.

## IMPLEMENTATION

- 3.1 School Council is responsible for determining the Parent Payment fees each year for the following year.
- 3.2 Parents and guardians will be provided with sufficient notice of requests for payment of Essential Student Learning Items. A minimum of six weeks' notice prior to the end of the previous school year is recommended to allow parents and guardians sufficient planning time.
- 3.3 Payment requests or letters to parents will clearly identify whether the items are Essential Education Items, Optional Items and Voluntary Financial Contributions.
- 3.4 Essential Education Items may include:
  - Student Packs including pens/pencils, exercise books, diary's, project books, visual display packs, calculators, coloured paper, glue, scissors, tape, whiteout/ erasers.
  - Additional educational resources that are incorporated into our Developmental Learning programs such as Investigations F-2 and ERP 3-6 such as paint, construction materials, tinkering materials, display materials.
  - Other programs such as Art, Physical Education, Music, LOTE, ICT and Library.
  - Photocopiers and printing of student research, completed assignments or published work samples.
  - Facilities such as playgrounds, air conditioners, blinds etc.
- 3.5 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 Items or Voluntary Financial Contributions***. Students will not be treated differently, denied access to the standard curriculum program, or refused instruction on the basis of payments not being made for educational items or services.
  - Support options available at MPS include a second-hand uniform shop; free uniform where available from second-hand donated items; Camps, Sports and Excursion Fund; States Schools Relief (applications through Assistant Principal); there are also local community support services available. In addition to this the school seeks suppliers of educational items who provide not only competitive prices, but also quality of product and service.
- 3.6 Parents will be reminded of overdue Parent Payments no more than once a month.
- 3.7 Payments can be made by cash, cheque, credit card or direct deposit and we will offer 3 options for 2017:
  - Option 1**:- Payment in full by end of year (**\$10.00 early payment discount**).
  - Option 2**:- Payment in full at beginning of 2017 (no early payment discount).
  - Option 3**:- Pay in installments (half of total amount due at beginning of 2017)
- 3.8 The status and details of any payments or non-payments by parents and guardians will be kept confidential.

- 3.9 Families experiencing hardship will be invited to contact the principal by phone, email or in person about their financial situation and related difficulties in making payments. Options will vary on a case by case basis.
- 3.10 Receipts for payments will be issued to parents in a timely manner upon payment.
- 3.11 The Parent Payment Policy will be published on the Manchester Primary School website, and communicated to the school community via the newsletter and the Parent Payment letter sent home to each student at the beginning of November.
- 3.12 Parents can raise concerns or complaints in line with the complaints policy procedure. General enquiries via phone email or in person about the parent payment policy can be directed through admin and will be sent through to School Council or the principal as appropriate.
- 3.13 School Council will review the Parent Payment Policy, and fee schedule each year including Optional Items and Voluntary Contributions. School Council will monitor throughout the year via Finance sub-committee reports, the implementation of the policy. They will determine when Parent Payments reminder letters will be issued. Parent Opinion Survey results will be assessed by School Council and councilors will pass on any feedback received by them personally from the school community to School Council in general.

**BASIS OF DISCRETION:** None

**October 2016**

Approval Date: October 2016

Review Date: October 2017

Principal Signed:

School Council President Signed: