	<b>Policy Name:</b>	Parent payments	<b>First approved:</b>	10-2018
		New policy from DET template	<b>Last approved:</b>	02-2019
	<b>Responsible:</b>	Finance Committee	<b>Review date:</b>	02-2020

Part 1: DET Template – cannot be altered

# PARENT PAYMENT POLICY AND IMPLEMENTATION

## 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.

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

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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.

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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

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- 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**

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Part 2: School Parent Payment detail

## 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

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## 1. PARENT PAYMENT CHARGES


- 1.1 School Council supplements DET funds by requesting payments from parents for the following items:
- Essential Student Learning Items which parents and guardians are required to provide or pay the school to provide eg: stationery booklists, text books and uniforms. These items are charged on a user pays basis.
  - Items that students will take temporary or permanent possession of eg: materials for projects/technology/sport. These items are charged across the school.
  - Optional Extras which are offered on a user pays basis and where parents are able choose whether or not their child participates eg. performance programs, camps, excursions, instrumental music tuition or instrument hire.
  - Voluntary Financial Contributions which are non-compulsory donations for specific projects eg: building projects, library resources and technology equipment. The voluntary payment for library is tax deductible and receipts are issued to parents.

## 2. PAYMENT ARRANGEMENTS AND METHODS

- 2.1 Where possible, parents will be made aware of the costs associated with booklist payments and voluntary contributions by October of the previous year, along with a recommended payment schedule.
- 2.2 The payments schedule will include itemised details relating to all payments, an option to purchase goods elsewhere (where appropriate), essential payment dates, options to make payments by instalments, clear definitions of the category of any payments (i.e. Essential, Optional or Voluntary), and advice to parents to contact the Principal if they require support or additional information.
- 2.3 Where a child is withdrawn from the school by the parents prior to the commencement of Term 4, the following guidelines will apply.
- Any remaining CSEF in the family's name will be transferred to the student's new school when the new school has forwarded a Transfer note.
  - Any items from the Essential Student Learning Items (Stationery Pack) not already utilised in the classroom will be returned to the parent.
  - Any monies paid towards the Essential Student Learning Items (School wide charge), Optional Extras and Voluntary Financial Contributions will not be refunded as these items are program costs not a per student levy.

## 3. FAMILY SUPPORT OPTIONS

- 3.1 Families will be provided with information regarding support options. These include:
- Second-hand uniform shop: In order to support parents in meeting the costs of their children's education, the school operates a second-hand school uniform shop.
  - CSEF – a payment available to eligible families to assist with the cost of camps, excursions and activities.
  - State Schools Relief and local community support groups.
  - Centrepay: a free direct paying service available to families who receive a Centrelink payment.

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#### 4. CONSIDERATION OF HARDSHIP

- 4.1 As with all parent payments to the school, Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the Principal and/or the Business Manager.
- 4.2 All payments and non-payments will be strictly confidential. The public identification of students or their parents where payments have or have not been received will not occur.

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#### 5. COMMUNICATION WITH FAMILIES

- 5.1 Invoices for unpaid Essential Items will be mailed monthly, with requests for Voluntary Financial Contributions to occur in February and July (if required) each year.
- Unpaid Essential Student Learning Items payments will be followed up in 2 ways.
- Students will not receive a stationery pack if payment has not been received or a payment plan has not been organised with the Business Manager.
  - The charge for Student Learning Items will remain on the Family Statement until Term 3, when it will be written off, unless a payment plan has been organised with the Business Manager.
  - Unpaid Optional Extras payments may compromise a student's ability to be involved in the optional activity in the future.
  - Unpaid Voluntary Financial Contributions do not constitute a non-payment and will not result in any detriment by the school to the student or family.
- 5.2 The Principal will ensure that all staff are aware of this policy and adhere to it.

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#### 6. MONITORING AND REVIEW OF THE IMPLEMENTATION OF THE POLICY

- 6.1 This policy will be reviewed on an annual basis along with other Finance policies.
- 6.2 All costs and processes associated with parent payments and voluntary contributions will be reasonable, will be defensible in relation to DET requirements and will be within the expectations of the school community.
- 6.3 School Council will review the level and purpose of parent payments and voluntary contributions annually and in doing so will be consistent with any advice or instruction received from the Department of Education and Training.