



Kangaroo Flat Parent Payment Policy

The *Education and Training Reform Act 2006* provides that instruction in the standard curriculum program is delivered free to all students in Victorian Government schools; this is referred to as 'free instruction'.

Free instruction includes learning and teaching, instructional supports, materials and resources, administration and facilities associated with the provision of a standard curriculum program. A standard curriculum program includes core learning and teaching activities related to the Victorian Curriculum Standards.

The Department of Education and Training (DE&T), "*Parent Payments in Victorian Government Schools*" policy, provides advice on the different types of payments that schools may request from parents and outlines the procedures and protocols schools must adhere to.

Parent Payments in Victorian Government Schools

<http://www.education.vic.gov.au/school/parents/financial/pages/parentpayments.aspx>

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 and guardians are responsible for and may choose to either provide or pay the school to provide.

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. food technology, design & technology, art subjects);
- ☐ transport and entrance for incursions and excursions which all students are expected to attend.

☐ **Optional Education items** (or non-essential materials and services) 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 are required to pay for them.

These items include:

- ☐ student computer printing for personal use and internet access for recreational or non-school use;
- ☐ extra-curricular programs or activities e.g. Instrumental Music, dance classes
- ☐ transport and entrance for camps
- ☐ school-based performances, productions and events; and
- ☐ class photographs.

☐ **Voluntary Financial Contributions** are for those items and services that parents and guardians are **invited** to make a donation to the school, for example for the Building Fund or General School Contribution. ***Donations made to the Building Fund are a tax deductible contribution and a receipt in the name of the fund will be issued for all donations of \$2 or more.***

Communication

All communication with parents or guardians about essential education items, including requests for payment, is fair and reasonable. Payment requests, letters, CASES 21 reminders for student materials and services charges will be accompanied by the following information:

- ☑ parent/guardians are required to provide essential education items for their students, and they have the option of purchasing these through the school or through a local supplier, where appropriate;
- ☑ the availability of alternative payment options and an invitation to contact the Principal/ Business Manager if the parent wishes to discuss these;
- ☑ details of how payments or contributions will be spent by the School,
- ☑ a copy of the school-level policy is available upon request and is available on the school's website.

Statements may be emailed or mailed to parents direct from CASES21. Payment requests or letters to parents will clearly identify which category the items fall into, i.e. Essential Education Items, Optional Education Items or Voluntary Financial Contributions.

Other support options

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. If required, a range of support options are available to assist parents. Centrepay and State Schools Relief Committee are two external support programs. Please contact the Principal or Assistant Principal on ph: 5447 5100 to discuss.

Payment arrangements

Parents and guardians will be provided with early notice of payment requests for Essential Education Items, Optional Extras and Voluntary Financial Contributions. Payments are kept to a minimum. Payment requests and letters are fair and reasonable.

Payments may be requested and may be required prior to the commencement of the year in which the materials and services are to be used.

The category of each item will be clearly identified as an Essential Education Item, Optional Education Item or Voluntary Financial Contribution.

Receipts will be issued to parents immediately upon making payment at the General Office.

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

Payment method options

When making payment to the School for any transaction, the following payment options will be made available:

- ☑ Cash or EFTPOS, in person or via a student at the General Office.
- ☑ Credit card in person, over the phone or by other arrangement. Credit card details will not be retained.
- ☑ Internet transfer to the School (**Remittance family code must be provided**).
- ☑ Regular Direct Debit from Centrelink paid to the School (Centrepay). Parents are able to arrange this through Centrelink.

Review the policy

This Parent Payment Policy will be reviewed annually.

We recognise that some families may endure financial hardship from time to time and therefore Kangaroo Flat Primary School Council endeavour to keep all educational costs of schooling for your child/ren to a reasonable annual cost.

Review Date: November 2019

Please refer to DE&T for further details:

<http://www.education.vic.gov.au/school/parents/financial/pages/parentpayments.aspx>