Parent Payment Policy

Rationale

The Education & Training Reform Act 2006 ensures the provision of free instruction in the standard curriculum program and empowers School Councils to charge for goods & services used in the course of instruction, and to raise funds.

Free instruction includes learning & teaching, instructional supports, materials & resources, administration & facilities associated with the provision of the standard curriculum program.

School Councils can request payments from parents for student materials & service charges, and for voluntary financial contributions. These payments fall into 3 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 or guardians are requested to pay the school to provide or may provide themselves, if appropriate e.g. stationery, class materials, textbooks.

- **Optional Extras** which are offered on a user-pays basis and which parents and guardians may choose whether their child accesses or participates in e.g. excursions, incursions, camp & sporting activities.

- **Voluntary Curriculum/Facilities financial contributions** which parents & guardians are invited to contribute to the school for enhancement of curriculum programs and/or facilities, e.g. IT & Library programs, ground works.

Other support options

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist eligible parents & families are invited to make contact with the school’s Principal or Business Manager to discuss these.

Secondhand Uniform Shop. In order to support parents in meeting the costs of their children’s education, the school offers through its Parents’ Association secondhand school uniform sales in Terms 2 & 3.

Payment arrangements

Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions (e.g. a minimum of six weeks’ notice prior to the end of the previous school year). Costs will be kept to a minimum with payment requests/letters fair and reasonable. To further assist parents with payments, various payment options have been developed.

Option A Full payment in relation to Essential Education Items & receipt of the Curriculum/Facilities contribution, to be paid by first week in December will attract a $20 discount/student

Option B Instalment Payments

Option C Other Payment arrangement

Alternative payment options are available and parents experiencing difficulties are encouraged to make an appointment with the school’s Principal or Business Manager to discuss circumstances and available options.

Payments may be requested but not required prior to the commencement of the year in which the materials and services are to be used.
Payment requests to parents will be itemised and the category each item falls under will be clearly identified as an essential education item, optional education item or voluntary financial contribution.

**Receipts**

Eftpos receipts will be issued to parents immediately upon making payment. Official school CASES 21 receipts will be forwarded home within 48 hours.

Reminders for unpaid essential education items or optional extras will be generated and distributed on a regular basis to parents, but not more than once a month.

Only the initial invitation for voluntary financial contributions and one reminder notice will be issued per year to parents & guardians.

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