

PARENT PAYMENT POLICY AND IMPLEMENTATION

Lynbrook 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 parents¹ 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.

¹ 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

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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PARENT PAYMENT CHARGES

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 under three categories only- Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

Lynbrook PS students access a broad range of learning opportunities that both supports and promotes their aspirations as they move through the education system. Parents can assist the school to provide an enriched learning & teaching program for every student by supplementing the government funding through payment of parent payment charges.

School Council is responsible to ensure that the level and purpose of parent payments and voluntary contributions are reviewed annually. All costs and processes associated with parent payments and voluntary contributions will be reasonable and will be within the expectations of the school community.

The school council approved parent payment charges will be communicated via Tiqbiz to parents at the commencement of Term 4. Parents will be provided with a clear definition of the category of payments (Essential & Voluntary) and will be advised of appropriate staff to contact if they require support or additional information.

Parent Payment Charges will consist of :

Essential Items

Stationery, cooking ingredients, digital resources, Mathematics
Shared classroom resources & curriculum materials

Voluntary Items

Voluntary Levy

Grounds/playground maintenance & improvement

Building Fund

Building projects

State Schools Relief

Donation to assist disadvantaged students with provision of school clothing & footwear

Parents and guardians have the option of purchasing equivalent materials from other sources. If parents and guardians choose to provide equivalent materials, this should be done in consultation with the school, as items should meet the specifications provided by the school. There may also be certain items that due to their nature may only be provided by the school.

Students enrolling at Lynbrook Primary School after the start of the school year will be invoiced for Essential Education Items on a pro-rata basis.

PAYMENT ARRANGEMENTS AND METHODS

Parents are to place & pay for orders online using Qkr! by Friday 8th December 2017. Payments may be made in full or by instalments via credit, debit or prepaid cards. Parents who are experiencing financial difficulties may elect to pay for the above charges via a flexible payment plan which can be tailored to meet individual family circumstances. Parents wishing to use this option are requested to contact Michelle Robertson, Accounts Officer at reception. All payments and non-payments will be strictly confidential and public identification of students or their parents where payments have or have not been received will not occur.

One reminder notice will be issued to parents for voluntary financial contributions per year. Invoices for unpaid essential items will not be generated more frequently than monthly or in accordance with the individual parent payment arrangement with the school.

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FAMILY SUPPORT OPTIONS

Lynbrook PS provides a number of options to support parents:

- A secondhand uniform sale is held annually in November to enable families to purchase clothing at low cost.
- Parents are offered the convenience of making part payments for the Booklist & parent payments throughout the preceding year. The amount and timing of these payments in advance can be tailored to suit individual family circumstances.
- Families are advised in Term 1 to apply for Camps, Sports & Excursions Funds (CSEF) of \$125 per primary school student. Regular reminders are issued highlighting the close of application date.
- State Schools Relief may cover the cost of uniforms, shoes & books for disadvantaged students. Parents or carers who are struggling to meet these costs are advised to make an appointment with either the Principal or Assistant Principal to discuss their situation.
- Various local community support groups are able to provide specialist support and assistance to students and families in financial crisis. Parents wishing to access these support services may contact Christine Gascoigne, Student Welfare Co-ordinator for assistance.

CONSIDERATION OF HARDSHIP

Parents who are experiencing hardship will be treated with respect, dignity, sensitivity and without judgment. The identity and personal information of parents will be kept confidential.

Parents who wish to discuss their financial situation and any difficulties experienced with making payments may contact Michelle Robertson, Accounts Officer at reception (PH 8787 5390) or via lynbrook.ps@edumail.vic.gov.au to arrange a meeting to formulate a tailored payment plan.

Parents experiencing long term financial hardship may be referred to Christine Gascoigne, Student Welfare Co-ordinator (PH 8787 5390) or via lynbrook.ps@edumail.vic.gov.au. Assistance will be given to families to access support from State Schools Relief and/or community groups.

Parents experiencing hardship will not be pursued for outstanding school fees from one year to the next and no collectors of any type, including debt collectors, will be used to obtain funds from parents or students.

COMMUNICATION WITH FAMILIES

The Parent Payment Policy will be distributed annually to parents in Term 4 and will be uploaded onto the Lynbrook PS website. The Parent Payment Policy and the Booklist will be distributed on Tiqbiz to enable families to access assistance with the translation of these documents.

Parents are welcome to raise any issues or direct general inquiries in regard to parent payments to Michelle Robertson (PH 8787 5390). Complaints or unresolved issues will be referred to the Principal for further discussion.

MONITORING AND REVIEW OF THE IMPLEMENTATION OF THE POLICY

School Council must ensure that the cost to parents for parent payments is kept to a minimum and is affordable to most parents at the school. School Council will review the level and purpose of parent payments and voluntary contributions annually no later than the end of September of the year preceding the year of the required payment and, in doing so, will be consistent with any advice or instruction received from the Department of Education. School Council will seek community feedback on the Parent Payment Policy and will ensure any concerns raised are addressed. School Council will actively consult with parents before establishing the priorities for school improvements to be funded through voluntary parent contributions.

This policy will be reviewed as part of the school's three-year review cycle.

Date of approval by School Council

20th March 2017