



Parent Payment Policy

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 Flexibuzz 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 may consist of :

Essential Items

Stationery, digital resources incl app library, Mathletics, Quaver Music

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 7th December 2018. 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.

FAMILY SUPPORT OPTIONS

Lynbrook PS provides a number of options to support parents:

- Secondhand uniform sales will be held throughout the year 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 Ange Mansfield, 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 uploaded onto the Lynbrook PS website. The Parent Payment Policy and the Booklist will be distributed on Flexibuzz 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 : Monday 12th November 2018