



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 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.

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](#)

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.

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
 - camp, 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

Kingswood Primary School

Parent Payment Policy

Kingswood Primary School is committed to delivering the best education, innovative practices and student experience that builds the foundation for a successful life for each student. Parents understand that the contribution they make to their children's education, in all its various forms, has an important role in enriching the school's learning and teaching program and improving educational outcomes. These programs vary from year to year to reflect the priorities, decisions and needs of our school and this, in turn, informs the charges set by the School Council.

PARENT PAYMENT CHARGES

YEAR PREP - 2	Cost
Essential Student Learning items (Compulsory per student)	\$ 350.00

YEAR 3-6	Cost
Essential Student Learning items (Compulsory per student)	\$ 380.00
Optional Extras 1:1 BYOD Program	\$ 25.00

VOLUNTARY CONTRIBUTIONS	Cost
Library Fund Donation (Tax deductible)	\$ 50.00
Building Fund Donation (Tax deductible)	\$ 100.00
Fundraising Contribution	\$ 100.00

Essential Student Learning Items

These items include but are not limited to, the stationery pack and classroom materials and resources, specialist materials and resources, literacy and numeracy resources-including mathematics, ICT access and programs, paper and printing, Japanese Day, Performing Arts program and the SAKG kitchen and garden program.

Optional Extras – 1:1 BYOD Program

This charge covers the cost of the Airwatch licence, which provides security on our network and a dedicated Kingswood App Store. First and foremost our priority is to provide a safe and secure learning environment.

Voluntary Financial Contributions

Library Fund Donation – Tax Deductible

School Council requests parents consider a voluntary contribution to assist with the purchasing of new books and resources for our library. \$50 will ensure the library is equipped with high quality and current reading materials, however any amount will be greatly appreciated.

Building Fund Donation – Tax Deductible

School Council requests parents consider a voluntary contribution to assist with maintaining our investment in school buildings. \$100 will greatly assist in continuing to maintain and upgrade our facilities; however, any amount will be greatly appreciated.

Fundraising Contribution

Your contribution will be utilised by the school to fund a project specifically for the benefit of the students. Previous projects have included the installation of new drink fountains and we are currently working towards redeveloping the quadrangle area. Input will be sought from the School Council to assist in determining future projects.

PAYMENT ARRANGEMENT AND METHODS

Parents will be provided with notification of annual payment requests at the end of Term 3 each year. Payment for charges is due on or before collection day of the stationery packs (mid December). Reasonable notice will be given for any other payment requests during the year ie: excursions, incursions, camps and swimming.

Payment instalment options are available to all families at the school. 4 instalments are offered as follows:

- 1st instalment 30% - due in November
- 2nd instalment 25% - due in February
- 3rd instalment 25% - due in May
- 4th instalment 20% - due in July

The following payment methods are available:

- Compass
- EFTPOS/Credit Card payments
- Cash
- Direct deposit
- Confidential payment plan arrangement or self-managed payment plan. This can be organised by contacting the Business Manager on 9551 1727

FAMILY SUPPORT OPTIONS

- Camps, Sports & Excursions Funding (CSEF) available to eligible parents/guardians
- State Schools Relief available for uniforms/footwear
- Local community supports – please arrange an appointment with Patrick Halpin (Assistant Principal) to discuss options.
- Second hand uniform shop

CONSIDERATION OF HARDSHIP

Kingswood Primary School understands that personal circumstances for families can have an impact on the ability to meet the financial expectations of school fees. In certain circumstances of demonstrated financial hardship or difficulties, approval may be given for payment plan arrangements to be negotiated. Consideration will be made of all circumstances presented to the Business Manager or Wellbeing Co-coordinator.

Parents are advised to contact Catherine Palmer (Business Manager) by phone 03 9551 1727, email palmer.catherine.s@edumail.vic.gov.au or in person about your financial situation and related difficulties in making payments. All communication regarding financial difficulties and hardship are confidential.

REFUNDS

Kingswood Primary School will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. Generally, we will not be able to refund payments made for items purchased or costs that have already been paid, where those funds have already been transferred to a third party.

OPTIONAL CAMPS

Participation in optional camps such as Surf camp, Ski Camp and the Japan Tour will only be permissible if school charges have been paid in full or a payment plan through Compass is in place and up to date.

COMMUNICATION WITH FAMILIES

The Parent Payment Policy and Implementation document will be updated and published on Compass and the school website.

<http://www.kingswood.vic.edu.au/>

General enquiries regarding the Parent Payment Policy and Implementation can be made to the office by either phone 9551 1727 or email: kingswood.ps@edumail.vic.gov.au.

MONITORING AND REVIEW OF THE IMPLEMENTATION OF THE POLICY

School Council will review its fee structure on an annual basis. Council will monitor the implementation of the policy and identify the factors/measures to be taken into account, such as transparency of processes and engagement with parents.

Date of approval by School Council – 16th September 2019