

# PARENT PAYMENTS POLICY

## RATIONALE

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.

School Councils are responsible for developing and approving school-level parent payment charges and can request payments from parents under three categories - Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

## AIMS

To provide high quality learning opportunities, Kingswood Primary School designs and develops its learning and teaching programs drawing on the best educational knowledge and practices.

## IMPLEMENTATION

School Council supplements departmental funds by requesting payments from parents for the following items:-

1. **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 consume or take possession.
2. **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.
3. In addition, School Council invites parents to make donations by means of:- **Voluntary Financial Contributions** which are non-compulsory donations for specific projects eg: library resources, grounds & maintenance projects.

Parents will be made aware of the costs associated with school charges by November for the following year, along with a payment schedule.

The payment schedule will include itemised details relating to all payments, essential payment dates, payment options, clear definitions of the category of any payments (ie: Essential, Optional or Voluntary).

Details of parent payments in accordance with this policy will be strictly confidential.

School Council has responsibility for administering this policy.

No collectors of any type, including debt collectors, will be used to obtain funds from parents or students.

Parent Payment Policy will be published on the school's website.

#### Family support options

Parents will be informed of a range of support options for families experiencing hardship:

- Camps, Sports & Excursion Funding (CSEF)
- State Schools Relief available for uniforms/footwear
- Local community supports

#### Consideration of hardship

Kingswood Primary School will always provide parents with the:

- name and details of a nominated parent payment contact person who parents can communicate with by phone, email or in person about their financial situation and related difficulties in making payments.
- processes for meeting/communicating with parents experiencing hardship, including information to be provided.
- The school will use proactive strategies to engage with parents who may be experiencing hardship, such as discretely approaching families who may need support and special payment arrangements.

#### **REFERENCES:**

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](#)

#### **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.

<b>Version</b>	<b>Edited By / Comments</b>	<b>Next Review</b>
May 2016	Finance Sub-Committee	Feb 2017