



GLADESVILLE PRIMARY SCHOOL No 5066 PARENT PAYMENT POLICY

Aim:

This policy aims to:

- Articulate the three Parent Payment Categories; and
- Set out the process by which payment is made by parents and administered by the school.

School councils are able to request payments or contributions for education items and services from parents and guardians for students in Victorian government schools in the three categories – essential education items, optional education items and voluntary financial contributions.

Gladesville Primary School has spent considerable time selecting the most appropriate requisites to meet the needs of our children. The book packs contain high quality materials at a competitive price due to our ability to bulk order.

No student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or voluntary contribution.

Parent Payment 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 and guardians are responsible for and may choose to either provide or pay the school to provide.

These items include:

- materials that the student takes possession of, including text books and student stationery;
- materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. home economics, ceramics, photography, catering);
- school uniform;

Optional education items (or non-essential materials and services) are those that are provided in addition to the standard curriculum program, and which are offered to all students. These optional extras are provided on a user-pays basis and if parents and guardians choose to access them for students, they will be required to pay for them.

These items include:

- excursion payments, swimming lessons, interschool sport etc
- extra-curricular programs or activities e.g. instrumental music, dance classes;
- school-based performances, productions and events; and
- school magazines, newsletters, class photographs.

Voluntary financial contributions are for those items and services that parents and guardians are **invited** to make a donation to the school, for example for grounds maintenance, a library or building trust.

Implementation:

Payment arrangements

Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions.

Payments are kept to a minimum with payment requests and letters fair and reasonable.

Alternative payment options are available through the school with parents encouraged to make an appointment with the school to discuss circumstances and available options.

Receipts will be issued to parents immediately upon making payment.

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

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

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

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 parents, including the School Start Bonus, and State Schools Relief Committee support.

This policy was last ratified by School Council in December 2014.