

EVERTON PRIMARY SCHOOL

PARENT PAYMENT POLICY



Purpose of this policy

To ensure school-level parent payment policies and processes are compliant with the Department's policy requirements.

Background

The *Education and Training Reform Act 2006* ensures the provision of free instruction in the standard curriculum program (i.e. eight key learning areas), and empowers school councils to charge for goods and services used in the course of instruction and to raise funds.

The Department provides funding to schools through the Student Resource Package (SRP) and various programs. This includes funding for the standard curriculum program and associated education items, equipment and operational costs.

Free instruction includes learning and teaching, instructional supports, materials and resources, administration and facilities required to provide the standard curriculum program. The standard curriculum program includes core learning and teaching activities associated with the Victorian Essential Learning Standards (VELS) and senior secondary certificates (VCE, VCAL and VET programs).

Policy

School councils are responsible for developing and approving a school-level parent payment policy that ensures:

- all students have access to the standard curriculum program
- it covers the three parent payment categories i.e. essential education items, optional extras or voluntary financial contributions
- the school does not withhold access to enrolment or advancement to the next year level as a condition of payment for any of the three categories
- items that students consume or take possession of are accurately costed
- cost is kept to a minimum
- payment requests must be clearly itemised within each category
- parents/guardians are given the option of purchasing equivalent essential education items themselves, in consultation with the school
- students are not treated differently, denied access to the standard curriculum program, refused instruction or disadvantaged on the basis of payments not being made for education items, services or voluntary financial contributions. For example if parents/guardians choose for their children not to attend a compulsory excursion/camp an alternative option needs to be provided.
- the status and details of any payments or non-payments are confidential
- parents are provided with early notice of payment requests (e.g. a minimum of six weeks notice prior to the end of the previous school year)

- payment may be requested but not required prior to the commencement of the year in which the materials and services are to be used
- it meets the community's expectations and is provided to parents.

Principals, as executive officers of school councils, must ensure that the school-level policy complies with the Department's policy and that all staff are familiar with and adhere to it.

Important:

- It is not acceptable to use coercion or harass parents/guardians to obtain payment.
- Principals must ensure any payment records are kept confidential. The public identification of students or their parents/guardians who have or have not made a payment or financial contribution is unacceptable and must not occur in any circumstance.
- Under no circumstances can collectors of any type, including debt collectors, be used by schools to obtain any funds from parents/guardians.

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | 17 February 2022 |
| Consultation | Staff & School Council |
| Approved by | Principal & School Council |
| Next scheduled review date | February 2024 |