

# PARENT PAYMENT POLICY AND IMPLEMENTATION

## ULTIMA PRIMARY SCHOOL

### 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 parents<sup>1</sup> 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

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<sup>1</sup> 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.

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](#)

# 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
  - camps, 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](http://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



## PARENT PAYMENT POLICY

### Parent Payment Charges

- Parents may be asked to pay for items, activities and charges in the three parent payment categories; 1. Essential Student Learning Items. 2. Optional items. 3. Voluntary Financial Contributions.

1. Essential Student Learning Items are items 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 and activities associated with instruction that all students are expected to attend: For examples refer to Understanding Parent Payment Categories sheet - What may parents be asked to pay for?

2. Optional items 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 or Activities the student purchases: For examples refer to Understanding Parent Payment Categories sheet - What may parents be asked to pay for?
3. Voluntary Financial Contributions: For examples refer to Understanding Parent Payment Categories sheet - What may parents be asked to pay for?

### Overview

Ultima Primary will aim to minimize requests for parent payments through its fundraising and access to external finances such as grants and donations. We will aim to have any costs affordable to all parents of the school. A decision will be made by School Council at least six weeks prior to the end of the school year as to whether school fees will be imposed for the following year, and if so, how much the fees will be, recognizing a desire to minimize any parent payments.

Parent payments may be required to enable the school students to participate in special programs such as Arts Council days and excursions. Ultima will proactively seek external funding to cover these costs where possible.

### PAYMENT ARRANGEMENTS AND METHODS

Ultima Primary recognizes that there may be occasions when families experience financial difficulties and may be unable to meet the full or part payment requests. The Principal and School Council will exercise sensitivity to the differing financial circumstances of students and their families when considering parent payment fees. The Principal will be the contact between school and family regarding parent payment matters.

The principal will ensure that:

- When requests for parent payments are made the cost is kept to a minimum and is affordable to parents at the school.
- 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.*

## **FAMILY SUPPORT OPTIONS**

*The Principal in consultation with parents will access support services as required.*

- *To assist families we have a store of second hand school uniforms. We also supply free sports shirts for each student.*
- *CSEF*
- *State Schools Relief*
- *Local community supports eg. Mystic Park Lions Club*

*Communication between families who need support and special payment arrangements should be discrete, and no action should be taken unless the families consent to receiving assistance.*

## **CONSIDERATION OF HARDSHIP**

- *The principal will act as the 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.*
- *Any meetings/communicating with parents experiencing hardship, will be conducted between the principal and families in a discrete and respectful manner.*
- *The principal after consultation with families will make the final decision as to what assistance is appropriate in each case.*

## **COMMUNICATION WITH FAMILIES**

- *This policy will be communicated to families through our newsletter and website.*
- *If there are any issues or general inquiries about charges the principal encourages parents to discuss those issues directly with the principal.*
- *The principal is the person responsible for making contact with families if required regarding any issues with Parent Payment. This responsibility will be communicated through our newsletter.*

## **MONITORING AND REVIEW OF THE IMPLEMENTATION OF THE POLICY**

- *The school council will monitor the effectiveness and impact of the implementation of the policy at least annually as part of its ongoing improvement, preferably at or just prior to the commencement of each school year, and report back to the school community. Monitoring will identify the factors/measures to be taken into account, such as transparency of processes and engagement with parents, and how it will be reported back to the school community. The policy will be reviewed regularly as part of our cyclic review of policies.*

### **Endorsement:**

This policy was adopted by the Ultima Primary School Council on 15<sup>th</sup> February 2021

School Council President : Name: ELAINE MITCHELL

Signature: \_\_\_\_\_

### **Review date**

This policy shall be reviewed on \_Feb 2022\_ or as necessary prior this date