

## **Parent Payments Policy**

<b>Date approved by School Council</b>	<i>29<sup>th</sup> October, 2018</i>
--	--------------------------------------

### **Purpose**

To ensure that parent payment practices are consistent, transparent and ensure that all children have access to the standard curriculum.

### **Rationale**

- Seaford Park Primary School is committed to providing the best possible education and access to a broad range of pathways for all students at our School.
- This policy provides information for the school community regarding parent payments at Seaford Park Primary School. It covers payments for Essential Student Learning Items, Optional Items and Voluntary Financial Contributions. This policy complies with the requirements of the DET Parent Payment Policy.
- This Policy ensures that parent payments are kept to a minimum and do not exceed the cost of the relevant materials or services to the student.

### **Aim**

- To provide high quality learning opportunities that caters for the needs of all students by supplementing government funds with approved financial contributions and payments from parents.

### **Implementation**

- The Seaford Park Primary School Parent Payment Policy is developed and approved by School Council and the Principal is responsible for the implementation and administration of the Policy.
- School Council will set Parent Payments as part of its budget each year
- School Council will make clear distinctions between voluntary financial contributions and those materials and services which parents are required to pay, so that parents are not confused regarding the voluntary nature of the contributions.

## **Parent Payment Categories**

### **Essential Student Learning Items (Book Packs)**

These are the essential items your child requires for personal classroom use. The total of this section varies slightly for each year level. Parents have the option of purchasing equivalent Essential Student Learning Items themselves, in consultation with the school.

### **Essential Student Learning Items (Essential Education Items)**

These items are essential to support the course of instruction in the standard curriculum. They are items that the student will either consume or take possession of throughout the year to support their learning – curriculum supplies, technology supplies, literacy resources and numeracy resources. This is a standard cost for each year level of \$130 for 2019 (no increase from 2018).

Parents and guardians who experience difficulties providing or paying the school to provide essential student learning education items, should be encouraged to make an appointment with the Principal or Business Manager to discuss alternative payment methods.

### **Optional Items**

Additional school charges may arise during the year, for example: Swimming program, Camps, Excursions and Incursions. These activities are optional and parents will be asked to pay closer to the event.

### **Voluntary Financial Contributions**

School Council invites parents and guardians of students enrolled at the school to make a donation in the form of a voluntary contribution to the school.

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.

### **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

### **Payment arrangements**

Parent and guardians will be provided with early notice of payment requests for essential student learning items and voluntary financial contributions prior to the end of the previous school year.

Student Essential Learning Items (Book Packs and Essential Educational Items) payments are requested to be made on book collection day 24<sup>th</sup> January 2019.

Receipts will be issued to parents.

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

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



SeafordPark  
Primary School

## POLICY INDEX

### **Other Support Options**

**Camps, Sport and Excursions Funds** for eligible recipients

### **Centrepay Option**

**State Schools Relief Committee** support is available for eligible parents. Contact the Principal.

**Second hand Uniform Shop** is available on appointment with the Office.

**Financial Counselling** – Family Mediation Centre

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**

This policy will be reviewed annually to confirm / enhance internal controls and be formally minuted by School Council.