

Anglesea Primary School

Parent Payment

POLICY

OUR VALUES

Respect, Responsibility, Kindness, Collaboration.

PURPOSE

To ensure the school community understands our school's approach to parent payments for student requisites.

SCOPE

Anglesea Primary School spends considerable time selecting the most appropriate requisites to meet the needs of our students. Student requisites contain high quality materials at a competitive price due to our ability to bulk order. We ensure that costs are kept to a minimum and that all materials are carefully selected to support and enhance the high level teaching and learning programs throughout the school. Anglesea Primary School requests payments from parents (or carers) under the following categories (see also attachment 1) only:

Essential Education Items are those items or services that are essential to support the course of instruction in the standard curriculum program that parents are responsible for and may choose to either provide or pay the school to provide. At Anglesea Primary School, essential items include:

- All books, paper and stationery requirements for the year
- Class texts, reading materials & ICT software and Apps
- All art, craft, PE, science and inquiry materials
- Life Ed Van visit
- Photocopying materials
- Excursions, incursions, beach safety and awareness program.

Optional education items can also be referred to as non-essential materials and services. These items 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 choose to access them for students, they will be required to pay for each item as they are required throughout the school year. These items can include:

- iPad lease
- Camps
- Additional school items such as student/class photographs
- Before and after school care.

Voluntary financial contributions are those items and services under which parents are invited to make a donation to the School, for example for grounds maintenance or building trust. Anglesea Primary School invites parents and carers to make a voluntary contribution to the Garden & Maintenance fund (\$45 per family). Families are also welcome to make a voluntary contribution to the school, nominating their preferred amount.

POLICY

Payment arrangements and methods

- Parents will be provided with early notice of payment request for essential education items, optional items and voluntary financial contributions with a minimum of six weeks' notice prior to the end of the previous school year.
- Anglesea Primary School accepts the following payment methods - cash, cheque, direct deposit or BPay.
- The school offers two payment options to assist parents with payments. These include:
 - Full payment by the beginning of Term 1 of the upcoming school year; or
 - Alternative payment options are available through the school with parents/carers encouraged to make contact with the Principal or School Business Manager to establish a payment plan that meets the needs of the family.

Refunds

Our school will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment.

Family support options

At Anglesea Primary School we appreciate 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 Camps, Sports and Excursion fund (CSEF) supports families who met eligibility criteria set by the Victorian Government to ensure the student has the opportunity to participate in important, educational and fun activities.
- The State Schools Relief Committee support applications can be made via the Principal to assist with clothing/uniforms.
- Welfare and support agencies that have established partnership arrangements with schools to provide further assistance to students and their families.
- Second hand uniforms sold through the school.
- No student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or voluntary contribution.

Consideration of hardship

At times, families may experience circumstances that prevent them from participating fully in school life. At Anglesea Primary School we believe that it is important that every support is provided to ensure all students can access and participate in learning experiences at school. The Business Manager and the Principal are the contacts for parent payment inquiries. Parents may make contact by telephone, email, in writing or in person about their financial situation and related difficulties in making payments. The school contacts will use discretion and negotiate appropriate forms of payment assistance.

Communication with families

- The school's Parent Payment Policy is available on the school website.
- Early notice of payment request for essential education items, optional items and voluntary financial contributions will be provided through the school newsletter with a minimum of six weeks' notice prior to the end of the previous school year.
- Key aspects of the Parent Payment Policy will be included in the information provided to parents with the student requisites list each year.
- Parents/Carers have the opportunity to make general inquiries about charges at the general office between the hours of 9am until 4pm. Any issue can be raised.

Monitoring and review of the implementation of the policy

- The Department of Education and Anglesea Primary School are committed to ongoing improvement and ensuring that the impact of policies and practices on students are assessed in an ongoing way.
- School Council have a key role in ensuring the school level approach to parent payments reflects the shared expectations of the whole school community and is therefore responsible for monitoring effectiveness and the impact on parents/carers and students. The factors/measures that will be taken into account are: the transparency of processes, engagement with parents and how/when it will be reported back to the school community.
- Implementation of the Parent Payment Policy and school practice will be reviewed at least annually.

REVIEW CYCLE AND EVALUATION

This policy was last updated in November 2020 and is scheduled for review in November 2021.

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
 - camp, 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

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