



Purpose:

The Killara Primary School Parent Payment Policy should assist School Council in the allocation of resources and to ensure a transparent and fair process is in place for all parent payments.

To ensure that the school-level policy for parent payments and voluntary financial contributions is fully compliant with the DEECD policy.

Guidelines:

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.

Killara 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.

Parents and guardians also have the option of purchasing equivalent materials from other sources. If parents and guardians choose to provide equivalent materials, this should be done in consultation with the school, as items should meet the specifications provided by the school. There may also be certain items that due to their nature may only be provided by 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.

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. Art, class activities/projects);
- school uniform;
- transport and entrance for camps and excursions which all students are expected to attend.

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:

- student computer printing for personal use, internet access for recreational or non-school use;
- extra-curricular programs or activities e.g. instrumental music, dance classes;
- school-based performances, productions and events; and
- school magazines, newsletters, class photographs.

Second hand uniform shop

In order to support parents in meeting the costs of their children's education the school operates a second-hand school uniform stall on a semi-regular basis.

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, the Education Maintenance Allowance (EMA) and State Schools Relief Committee support.

Education Maintenance Allowance

A parent or guardian of a child under 16 years of age who holds an eligible Centrelink benefit and a Health Care Card or pension card, may be entitled to the Education Maintenance Allowance (\$150 per primary student). Parents have the option of providing essential education items themselves or can authorise the school to direct their EMA to the school's bank account which will be allocated to their family account.

Parents are entitled to know how the EMA is being used for their child's education. The school will advise parents and guardians of the itemised cost of student materials and services on which they propose to spend the EMA.

No EMA is to be used to offset voluntary contributions.

Any portion of the EMA not expended by the end of the year will be returned to the parent/guardian unless there is agreement reached with the parent/guardian that this money can be carried over into the next year.

The school will manage the parent payment arrangements to coincide with the timing of the availability of Education Maintenance Allowance.

Payment arrangements

Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions (a minimum of six weeks notice prior to the end of the previous school year).

Payments are kept to a minimum with payment requests and letters fair and reasonable. To further assist parents with payments, alternative payment options are available through the school with parents encouraged to make an appointment with the school to discuss circumstances and available options.

Payments may be requested but not required prior to the commencement of the year in which the materials and services are to be used.

Payment requests or letters to parents will be itemised and the category each item falls under will be clearly identified as an essential education item, optional education item.

Receipts will be issued to parents as soon as practicable 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 month.

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

EVALUATION

- The school council finance sub committee will review the Parent Payments Policy on an annual basis when reviewing booklist charges for the forthcoming year.