



## APPENDIX F:

# PARENT PAYMENTS AND VOLUNTARY CONTRIBUTIONS POLICY

### AIMS:

This Policy will cover payments for Essential Education Items, Curriculum Requirements and Voluntary Financial Contributions and the parameters, terms and conditions within which these requests may be made.

### IMPLEMENTATION:

This Policy is based on the DET Parent Payments in Victorian Government Schools policy. School Council and the Finance Committee will ensure that the school complies with the DET policy.

The school is to provide parents with early notice of requests for payment of Essential Education items, Curriculum Requirements and Voluntary Financial Contributions, i.e. a minimum of four weeks' notice. Payment may be requested prior to the commencement of the year in which the materials and services are to be used.

The School will not withhold access to enrolment or advancement to the next year level as a condition of payment.

The School will ensure that the status and details of any payments or non-payments by parents/guardians are confidential.

The School may issue only one request for voluntary financial contributions and one reminder notice.

#### **Essential Education Items –**

Essential items include materials that the individual student takes possession of, including text books, student stationery, art supplies and school uniform.

#### **Curriculum Requirements –**

Curriculum requirements include instructional support material, resources and administration beyond the provision of the standard curriculum program and religious education materials.

#### **Voluntary Financial Contributions –**

The School may invite parents and guardians to make a contribution of a voluntary nature to the School. These may include:-

- contributions to a building, equipment or library fund.
- contributions for a specific purpose identified by the School
- general voluntary financial contributions or donations to the School

Parents/guardians who have difficulty paying for essential items are to be directed to a range of support options, including:-

- welfare services
- payment by affordable instalments
- State School Relief Committee for uniform requirements

### Payment Arrangements and Non-Payment

Students will not be treated differently, denied access to the standard curriculum program, or refused instruction on the basis of payments not being made for education items, services or voluntary financial contributions;

- Parents/guardians will be provided with an alternative option for their children if they choose not to participate in an excursion or camp
- Invoices for unpaid essential education items or curriculum requirements accepted by parents are generated and distributed on a regular basis, but not more than once a month.
- Only the initial invitation for voluntary financial contributions and one reminder notice is to be sent to all parents/guardians.
- Under no circumstances will collectors of any type, including debt collectors, be used by the school to obtain funds from parents/guardians.

The Principal will ensure any records of payment or contribution by parents/guardians is kept confidential.

The public identification of students or their parents/guardians who have or have not made a payment or financial contribution is deemed unacceptable and will not occur in any circumstances.

<b>KEY STAKEHOLDERS / PERSONS AFFECTED</b>	School Community
<b>PERSON / GROUP RESPONSIBLE FOR POLICY REVIEW</b>	Finance Committee
<b>REVIEW CYCLE</b>	Annual
<b>ASSOCIATED PROCESSES</b>	NA
<b>ASSOCIATED DOCUMENTATION</b>	NA

February 2020

Endorsed by Mordialloc Beach Primary School Council

Signed: \_\_\_\_\_ School Council President

Date: \_\_\_\_\_