

(This section cannot be modified)

TEMPLATE

PARENT PAYMENT POLICY AND IMPLEMENTATION

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 parents¹ 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

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.

¹ 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.

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
 - campus, 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

KEILOR DOWNS COLLEGE

PARENT PAYMENT POLICY

PARENT PAYMENT CHARGES

Keilor Downs College seeks to provide every student in the College access to the highest level of education. The college program incorporates enrichment activities and programs to assist students to achieve enhanced educational outcomes and personal growth. Where these exceed the standard curriculum provision, parents may be requested to make payment.

At Keilor Downs College, parent payment charges have been developed consistent with the following principles:

- (a) Educational value
- (b) Access, equity and inclusion
- (c) Affordability
- (d) Engagement and support
- (e) Respect and confidentiality
- (f) Transparency and accountability

The college will provide families with a list of fees and charges clearly specifying the items and costs within the three payment categories:

- (a) Essential student learning items
- (b) Optional items
- (c) Voluntary financial contributions

Parents will be advised that, where practical and appropriate, they may choose to purchase items through the school or provide their own, in consultation with the school.

CSEF

- The availability of CSEF will be promoted to eligible families
- Information on allocation of CSEF will be included in the School Charges Information Booklet distributed to all families in term 4 for the following school year
- CSEF will initially be allocated to Essential Student Learning Items (Excursions) charge, and then to eligible Elective charges (eg. PE, Outdoor Education), and VET charges (eg. Sport & Recreation). The balance remaining will be available for allocation for other excursions, camps and complying activities as requested by the parent.
- Residual balances, where a student completes schooling or transfers to a setting outside the scope of CSEF, will be used to provide part or full subsidies for families experiencing financial hardship to access complying activities. Such allocations will be approved by a member of the Principal class.

PAYMENT ARRANGEMENTS AND METHODS

- Information on payment options will be included in the School Charges Information Booklet distributed to all families in term 4 for the following school year
- Parents may choose to pay in full, or may enter into an arrangement to pay by instalments.
- A range of payment methods will be offered including payment by cash, BPAY, EFTPOS, credit card.
- For some payment requests, CompassPay or Qkr may be utilised

FAMILY SUPPORT OPTIONS

- Information on cost support for families will be included in the School Charges Information Booklet distributed to all families in term 4 for the following school year
- The college will implement and promote to families, cost support avenues including:
 - (a) CSEF
 - (b) Youth Allowance

- (c) Secondhand book sale (conducted by KDC in Term 4)
- (d) The availability of secondhand uniform
- (e) Secondhand requisites utilising online sites such as clk2sell State schools' Relief Smartphone App; www.sustainableschoolshop.com.au; Facebook private or community groups; Gumtree etc
- (e) State Schools Relief
- (f) Community agencies

CONSIDERATION OF HARDSHIP

- Information relating to financial hardship will be included in the School Charges Information Booklet distributed to all families in term 4 for the following school year
- Consideration and concessions will be provided to families experiencing long term financial hardship or short-term crisis on a confidential, case-by-case basis
- The college will implement a proactive approach to providing hardship support for parents experiencing financial difficulty
- The Student Welfare Coordinators will be the nominated parent payment contact persons for families experiencing financial hardship, and will be authorised to provide assistance including, but not restricted to:
 - (a) waiving or reduction of fees; or deferred payment or extension of payment deadlines
 - (b) flexible payment plans (beyond those which can be established with the General Office)
 - (c) cost saving options available at the school such as substitution of essential student learning items, secondhand options, resources loaned by the school
 - (d) referral to government assistance programs and community assistance programs
- No student will be excluded from participating in essential learning activities regardless of the family's inability to pay

COMMUNICATION WITH FAMILIES

- The Parent Payment Policy will be available on the college website, along with Frequently Asked Questions
- A School Charges Information Booklet will be distributed to all families in term 4 for the following school year. This will provide information to families including, but not restricted to:
 - (a) schedule of charges within each of the 3 payment categories for the following school year
 - (b) list of components of each charge
 - (c) payment options, including the ability to pay by instalments
 - (d) family support options
 - (e) hardship provision
 - (f) the allocation of CSEF monies
 - (g) provision of contact numbers for seeking clarification or raising concerns
- School Council will seek feedback from families in relation to Parent Payments
- The General office staff will answer general enquiries relating to charges, with escalation of issues and complaints to the Business Manager

MONITORING AND REVIEW OF THE IMPLEMENTATION OF THE POLICY

School Council has the pre-eminent role in ensuring the school level approach to parent payments reflects the shared expectations of the whole school community and is responsible for monitoring effectiveness and impact on parents and students.

This policy will be reviewed annually.

Ratified by School Council:

February 2017

Next Annual Review Date:

February 2018

Contact Person:

Business Manager