



OUTSTANDING DEBTS POLICY

Purpose

School Council has a responsibility to manage the finances of the school, and in doing so, must ensure that a fair and reasonable process for managing outstanding debts is developed and implemented.

Definition

Outstanding debts occur when parents agree to pay for essential student learning items (annual school fees) and optional items (e.g. excursions, incursions, camps), which their children plan to use or have used, and then don't pay.

Scope

To minimise outstanding debts, and to provide a process for managing outstanding debts should they occur.

Policy

School Council will consider the costs associated with essential student learning items and optional items, and the parent's capacity to pay before deciding upon activities to be offered.

School Council will ensure the costs associated essential student learning items and optional items, and due dates for payment are provided to parents so as to allow maximum time to prepare for future expenses.

School Council will provide opportunities for parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the Principal or Business Manager.

School Council will allocate funds annually to be used at the discretion of the Principal to assist families experiencing financial hardship.

Unpaid voluntary financial contributions do not constitute outstanding debts.

Outstanding debts occur when parents agree to pay for essential student learning items and optional items, which their children have used and then don't pay.

The Principal or Business Manager will be responsible for managing all outstanding debts. Outstanding debts will be managed by the following timelines:

Outstanding Debt Timeline	Action
Excess of 30 days	Will result in a reminder letter from School Council with a copy of this policy.
Excess of 60 days	Will result in a follow up phone call from the Principal.
Excess of 90 days	Will be required to pay for all future activities in advance.
Agreed to alternative payment arrangements and then renege	Will be required to pay for all future activities in full, in advance.

- Outstanding debts **will** carry over from one year to the next.
- Payment or part-payment **will not** be applied to current year of schooling, until outstanding debts from previous year/s are paid in full.



- Students will not be denied access to programs, materials or services for which they have paid or which form part of the standard curriculum, simply because payment has not been received for other charges.
- Debt collectors will not be used.

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's [website](#)
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy from school administration upon request

Further Information and Resources

- [DET Parent Payments Policy](#)
- Parent Payment Policy

Help for non-English speakers

If you need help to understand the information in this policy please contact CSPA office personnel and/or Principal.

Review Cycle and Evaluation

This policy will be reviewed as part of DET's recommended review cycle.

Mandatory Consultation

Consultation Group	Date Consulted
School Council Policy Sub Committee	Friday 4th March 2022
Staff	Debrief by the end of Term 1, 2022
Parents	iNewsletter Week 9, Term 1, 2022
Student leadership groups	By the end of Term 1, 2022

Due for Review

March 2023

Certification

This policy was ratified at the School Council Meeting held at Cranbourne South Primary School on Wednesday 9th March 2022.

Cranbourne South PRIMARY SCHOOL

Purpose, Positivity, Persistence, Pride, Passion



Signed:

Principal

Signed:

School Council President