



Parent Payment Policy

239 Pearcedale Road Cranbourne South VIC 3977 Tel: 9782 2999

Email: cranbourne.south.ps@edumail.vic.gov.au Website: <http://www.cranbournesouth.vic.edu.au/>

Policy Name	Parenting Payment	Approved	1 st November 2017
Responsibility	Principal/Business Manager	Date last approved	1 st November 2017

Rationale:

The Education and Training Reform Act 2006 ensures the provision of free 'instruction' in the 'standard curriculum program' and empowers schools councils to charge for goods and services used in the course of instruction and to raise funds.

This policy outlines the position of Cranbourne South Primary School in respect to parent payments to the school. It covers payments and receipts for essential education items, optional extras voluntary contributions and any Camps/Excursions/Incursions which are required for the educational needs of the students.

Aims:

- To identify essential education items, optional extras and any other financial contributions
- To provide information to parents and the school community in respect of parent payments to Cranbourne South Primary School
- To ensure parent payment requests are kept to a minimum

Implementation:

Administration Procedures:

- Parent payments are to be kept to a minimum and charged at cost price.
- All parent payments are receipted through the Department required accounting software CASES 21 and issued to parents via their students.
- The status and details of payments and non-payments by parents and guardians are confidential and are not available for public information.
- The School will notify parents of outstanding charges by issuing a Statement of Accounts to the person nominated to receive correspondence for a particular student no more than once a month.
- Payments can be made periodically via cash, cheque, credit card EFTPOS or direct deposit into the schools bank account and held in credit to offset upcoming camps or excursions by following the advice on the Statement of Account.
- Cranbourne South Primary School will not provide credit in advance, for payments unless arrangements are made in advance with the Principal or Business Manager and a payment plan set up.

Excursions:

- Parents and guardians will be provided with notice of requests for all payments to the School
- A minimum of 6 weeks' notice prior to the end of the previous school year should be given to allow time for financial planning for confirmed annual school charges. Payments may be made prior to the commencement of the year.
- Payment arrangements will be made available to all parents/guardians where families have difficulty making payments. Payments may be made in four equal portions at the commencement of each term or in any other agreed terms between the school and parent. These arrangements are to be made with the Principal or Business Manager prior to or at the commencement of the school year.

Camps:

- Parent payments must be received by the **due date prior to camps/excursions and activities** to enable the student to attend unless arrangements are made in advance with the Principal or Business Manager and a payment plan set up.
- A deposit is required prior to school camps to secure the bus service and camp venue and as such is not refundable after the determined date.
- Parents/Guardians are provided with alternative options for their children in the event that they choose not to participate in an excursion or camp.
- Parents requiring a credit to be raised against their account if a student does not attend an external excursion or camp (with the exception of the deposit) are required to apply for this in writing and within 2 weeks of the date of the event.



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Parent Supported Materials and Services – Essential Education Items

Essential Educational items are those items used to support the course of instruction in the standard curriculum program that parents/guardians are requested to pay the school for and may choose to either pay them in cash, cheque, credit card, EFTPOS or direct deposit into the school's official account or parents/guardians may provide essential items themselves in consultation with the school. It is a normal and reasonable expectation that these charges are met in full by the parents or guardians.

Essential Education Items include:

Materials that the individual student takes possession of, including textbooks and student stationery. (E.g. Student organiser/planner, school produced projects workbooks, handbook) camps and excursions which are integral to the standard curriculum and which all students are expected to attend.

Parent Supported Materials and Services – Optional Extras

Optional extras are those that are provided in addition to the standard curriculum program, and which are offered to all students. These items are provided on a user pays basis and if parents/guardians choose to access them for students, they will be required to pay for them.

- Instructional support materials beyond the provision of the standard curriculum program. (E.g. special group activities)
- Extra-curricular programs or activities offered in addition to the standard curriculum program or provided by specialists (e.g. Instrumental music, regional/divisional sporting activities)
- School based/regional performances, productions and events
- School facilities and equipment not associated with the provision of the standard curriculum program (e.g. hire or lease of equipment such as musical instruments etc.)

Voluntary Financial Contributions:

Voluntary financial contributions which parents/guardians may be invited to donate to the school (grounds beautification, additional ICT equipment)

- School Council will provide parents with information detailing how voluntary contributions will be spent by the school.
- One reminder notice for voluntary contributions will be sent to parents/guardians per year

Camps, Sports and Excursions Funds

The Camps, Sports and Excursion Fund (CSEF) commenced in 2015 for four years and will provide payments for eligible students to attend camps sports and excursions. CSEF cannot be used for payment of essential or optional items. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply for the CSEF annually \$125 per year is paid for eligible primary school students. A special consideration eligibility category also exists. Payments are made directly to the school and are tied to the student if in the event the student transfers to another school the CSEF funds not expended will be transferred to the student's new school.

Financial Hardship

Every effort will be made to accommodate circumstances of demonstrated financial hardship. Payment plans may be negotiated. Consideration will be made by the Principal or Business Manager before a decision is made and notified to those concerned.

State Schools Relief may cover the cost of new school uniforms, shoes, books and more for disadvantaged students. State Schools Relief only responds to requests from school Principals assistant principals or welfare co-ordinators. Parents or care givers who are struggling need to make an appointment with the school to discuss their situation.

There are additional Community Assistance & Commonwealth Family Assistance Programs available.

Reference: <http://www.education.vic.gov.au/school/parents/financial/Pages/parentpayments.aspx>

Evaluation: This policy will be reviewed annually.

CERTIFICATION

This policy was ratified at the School Council Meeting held at Cranbourne South Primary School, on 1st November 2017.

Signed.....

School Council President

Kylie Murphy

Signed.....

Principal