

Jells Park Primary School Parent Payment Policy
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Aim:

To provide high quality learning opportunities for all students, by supplementing government funds with approved financial contributions and payments from parents.

Guidelines

- The quality and variety of educational programs offered by our school are enhanced by parent contributions.
- School Council supplements Department of Education funds by requesting payments from parents for the following items:-
 1. **Essential Education Items** which parents and guardians are required to provide or pay the school to provide eg: stationary, text books, Art materials, photocopying, excursions, incursions, camps, swimming and sporting activities.
 2. **Optional Extras** which are offered on a user pays basis and parents can choose whether or not their child participates eg: instrumental music tuition, instrument hire, after school sporting clubs, lunchtime clubs etc. These payments are not handled through the school.
 3. **Voluntary Financial Contributions** which are non-compulsory donations for specific projects eg: library resources, grounds projects and technologies equipment.
- All students will have access to the standard curriculum program.

Implementation:

- Parents will be made aware of the costs associated with all payments and voluntary contributions by December of the previous year, along with a recommended payments schedule.
- The payments schedule will include details relating to all payments, essential payment dates, options to make payments by instalments, clear definitions of the category of any payments (ie: Essential, Optional and Voluntary).
- Parents eligible for EMA payments will be given the opportunity to align their school payments with receipt of EMA.
- All payments and non-payments will be strictly confidential. The public identification of students or their parents where payments have or have not been received will not occur.
- All costs and processes associated with parent payments and voluntary contributions will be reasonable, will be defensible in relation to Department of Education requirements, and will be within the expectations of the school community.
- As with all parent payments to the school, Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the principal.
- Invoices for unpaid **Essential Items** and **Optional Extras** will be mailed monthly, with requests for **Voluntary Financial Contributions** to occur in February and June (if required) each year.
- Unpaid **Essential Items** payments will not result in any detriment by the school to the student or family.

- Unpaid **Optional Extras** payments may compromise a student's ability to be involved in the optional activity in the future.
- Unpaid **Voluntary Financial Contributions** do not constitute a non-payment and will not result in any detriment by the school to the student or family.
- No collectors of any type, including debt collectors, will be used to obtain funds from parents or students.
- The principal will ensure that all staff are aware of this policy and adhere to it.
- The principal will exercise sensitivity and make decisions about how to manage the non payment of Essential Items or Optional Extras on a case by case basis which may include the use of support agencies and groups.

Evaluation:

- This policy will be reviewed as part of the school's 4-year review cycle. School Council will review the level and purpose of parent payments and voluntary contributions annually, and in doing so will be consistent with any advice or instruction received from the Department of Education and Early Childhood Development.