

# Seaford Primary School No.3835



## PARENT PAYMENT POLICY

### PURPOSE

Victorian legislation provides that instruction in the standard curriculum program must be provided free to all students in Victorian government schools. Free instruction includes the provision of learning and teaching activities, instructional supports, materials and resources, and administration and facilities associated with the standard curriculum program. This policy will cover payments for Essential Education Items, Optional Extras and Voluntary Financial Contributions and the parameter, terms and conditions within which these requests may be made.

### GOALS

- That parent payments are kept to a minimum and must not exceed the cost of the relevant materials or services to the student.
- That parents ensure that their children are provided with essential education items.

### IMPLEMENTATION

- The school is to provide parents with early notice of requests for payment of Essential Education Items, Optional Extras and Voluntary Financial Contributions. Payment may be requested, but not required prior to the commencement of the year in which the materials and services are to be used.
- Essential Education Items includes: items which students take possession of, including text books and student stationery; materials for learning and teaching where the child consumes or takes possession of the finished articles (eg cooking, ceramics, photography, catering); school uniform; travel costs incurred in the course of receiving instruction from a teacher or other person; and essential services associated with, but not considered to be part of 'instruction' in the standard curriculum program, such as costs associated with camps and excursions which all students are expected to attend (eg transport, entrance costs). Parents/guardians are given the option of purchasing equivalent materials from other sources.
- Payment arrangements are to coincide with the timing of the availability of the Education Maintenance Allowance. Parents will not be pressured to sign over their portion of the EMA cheque. Details of any payments or non payments by parents/guardians are confidential, and the school will not withhold access to enrolment or advancement to the next year level as a condition of payment.
- Any portion of the EMA not expended by the end of the year must be returned to the parent/guardian unless there is agreement that this money can be carried over into the next year.

- Optional extras include instructional support material, resources and administration beyond the provision of the standard curriculum program, camps and excursions, school based performances, productions and events.
- Seaford Primary invites parents/guardians to make donation in the form of a voluntary financial contribution for specific purposes identified annually by the school council as part of the student booklist. Parents receive a financial statement each term.
- Parents have access to a range of support options to ensure payment of essential items such as EMA, State Schools Relief, and school based options as agreed with the Principal.
- All students will have access to the standard curriculum program. 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 optional items accepted by parents are generated and distributed each term. No debt collectors of any type will be used by the school.
- The Principal will ensure any records of payment or contribution by parents/guardians is kept confidential. Identification of students or their parents who have or have not made a payment or financial contribution will not occur.

## **EVALUATION**

This policy will be reviewed as part of the Strategic Plan cycle.

Reviewed school council July 2014.