



Portland South Primary School

PARENT PAYMENT Policy

Parent Payment Charges:

School Councils are able to request payments/ contributions for education items and services from parents/guardians for students in Victorian Government Schools under three categories: *Essential education items*, *optional education items* and *voluntary financial contributions*.

Portland South Primary School has spent considerable time selecting the most appropriate requisites to meet the needs of our children. The student supplies contain high quality materials at a competitive price due to our ability to bulk order.

Parents/Guardians also have the option of purchasing equivalent materials from other sources. If Parents/Guardians choose to provide equivalent materials, this should be done in consultation with the school, as items should meet the specifications provided by the school. There may also be certain items that (due to their nature) may only be provided by the school.

No student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or voluntary contribution.

Essential Education Items are those items or services that are essential to support the course of instruction in the standard curriculum program. Parents/Guardians are responsible for and may choose to either provide or pay the school to provide.

These items include:

- Materials that the student takes possession of, including textbooks and student stationery.
- Materials for teaching and learning, where the student consumes or takes possession of the finished articles, eg art materials, photocopy paper, etc.
- Transport and entrance for camps and excursions, which all students are expected to attend.

Optional Education Items (or non-essential materials/services) are those that are provided in addition to the standard curriculum program, and which are offered to all students. These optional extras 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.

These items include:

- Student Extra-Curricular Programs or Activities, eg, music lessons.
- Swimming Lessons
- Cultural Programs

- Clubs Program
- Camps

Voluntary Financial Contributions are for those items/services that Parents/Guardians are invited to make a donation to the school, for example for grounds maintenance, a library or building trust.

Parents/Guardians will be provided with an itemised list of student materials and services under the categories of *Essential Education Items*, *Optional Educational Items* and *Voluntary Financial Contributions* at the beginning of the school year. However, family invoices generated by CASES 21 finance will be more simplified with itemised charges for Optional Educational Items and Voluntary Financial Contributions.

Payment Arrangements & Methods:

- Requests for payments will be kept to a minimum with payment requests and letters being fair and reasonable.
- Payments may be requested but not required prior to the commencement of the year in which the materials and services are to be used.
- Receipts will be issued to Parents immediately upon making payment.
- Reminders for unpaid essential education items or optional items will be generated and distributed on a regular basis to Parents, but not more than once a month.
- Only the initial invitation for voluntary financial contributions and one reminder notice will be issued to Parents/Guardians.
- All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

The following payment options are available for parents:

Option 1: Cash, EFT, BPay or cheque

Option 2: CSEF (for camps and excursions only)

Option 3: Payment by instalment – as arranged with Principal or Business

Manager.

Option 4: Payment by instalment – Centrepay.

Family Support Options:

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist parents, including the Camps, Sports & Excursions Fund, State Schools Relief Committee support, second-hand uniforms and local community supports.

Consideration of Hardship:

Any parents who are experiencing hardship should contact the Administration Staff – Karyn Barbary or Dianne Rogers either in person, via email or telephone to discuss their financial situation and related difficulties in making payments.

Note: in reflecting on the school's hardship arrangements, the school will attempt to be proactive in order to engage with parents disconnected from the school who may be

experiencing hardship, such as discretely approaching families who may need support and special payment arrangements.

Camps, Sports and Excursions Fund (CSEF):

A Parent/Guardian of a child under 16 years of age, who holds an eligible Centrelink Health Care Card or Pension Card, may be entitled to the CSEF. The annual allowance can only be used for activities related to camps and excursions. The CSEF is not be used to offset voluntary financial contributions. Any portion of the CSEF not expended by the end of the year will be carried over until the following year or transferred to a new school should a child transfer from Portland South PS.

Communication with Families:

The School will communicate this policy within the school community via its website and weekly newsletter.

General inquiries about charges and issues relating to this policy should be directed to the Administration staff. Any complaints will be referred to the Principal.

Monitoring and Review of the Implementation of the Policy:

The school council will monitor and review this policy annually

This policy was last ratified by School Council in		
	Principal	School Council President
2022		
2023		
2024		
2025		
2026		
2027		