

White Hills Primary School Parent Payment Policy

School councils are able to request payments or contributions for education items and services from parents and guardians for students in Victorian government schools in the three categories – essential education items, optional education items and voluntary financial contributions.

This policy ensures that:

- costs are kept to a minimum
- payment requests are clearly itemised under the three parent payment categories
- items that students consume or take possession of are accurately costed
- access to enrolment or advancement to the next year level will not be withheld as a condition of payment for any of the three categories.

White Hills Primary School spends considerable time selecting the most appropriate items and services to meet the needs of our students.

Parents and guardians also have the option of purchasing equivalent materials from other sources. If parents and 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.

Parent Payment Categories

Essential education items are those items or services that are essential to support the course of instruction in the standard curriculum program that parents or guardians are requested to pay the school to provide or may provide themselves, if appropriate.

These items include:

- materials that the student takes possession of, including text books and student stationery
- materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. printing of projects/assignments)
- school uniform
- transport and entrance for camps and excursions which all students are expected to attend.

Optional education items (or non-essential materials and services) are those that are provided in addition to the standard curriculum program, and which are offered to students. These optional extras are provided on a user-pays basis and if parents and guardians choose to access them for students, they will be required to pay for them.

These items include:

- student computer printing for personal use
- extra-curricular programs or activities (e.g. Energy Breakthrough, school aerobics)
- school-based performances, productions and events
- class photographs

Voluntary financial contributions are for those items and services that parents or guardians are invited to make a donation to the school. (e.g. grounds maintenance).

Other 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 eligible parents, including the Camps, Sports & Excursions Fund (CSEF) and Schoolkids Bonus.

Payment arrangements

Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions.

Costs will be kept to a minimum with payment requests/letters fair and reasonable. To further assist parents with payments, four payment options have been developed:

- Option A Full or part pre-payment of all essential education items prior to the end of the current year
- Option B Full payment of book pack/s & Special Events (essential education items) on Book Pack pick up days
- Option C Full payment of book pack/s on Book Pack pick up days, but payment of Special Events as they arise (as per school policies)
- Option D Negotiated payment plan with the principal

Alternative payment options are available through the school and parents are encouraged to make an appointment with the principal to discuss circumstances and available options.

Payments may be requested but not required prior to the commencement of the year in which the materials and services are to be used.

Payment requests to parents will be itemised and the category each item falls under will be clearly identified as an essential education item, optional education item or voluntary financial contribution.

Receipts will be issued to parents upon making payment.

Reminders for unpaid essential education items or optional extras will be generated and distributed on a regular basis to parents, as per school policies and procedures.

Only the initial invitation for voluntary financial contributions and one reminder notice will be issued per year to parents and guardians.

All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

**This policy was approved by School Council in November 2015.
To be reviewed as part of the school's three-year review cycle.**

Note: Parents may choose to provide or purchase some items themselves. If you choose to do this you must consult with the school so that your child has the right items. There may be some items or services you cannot purchase yourself.

Dear Parent/Guardian

Re: Parent Payments 2016

The White Hills PS School Council has approved the school's parent payments policy.

This policy is attached for your information as well as the 2016 list of payment items/services for your child's program.

All parent payments and contributions can be made by cash, cheque, debit/credit card at the school's office, or via the school's QkR smartphone app. While payment is not required until the Book Pack Collection Days on Thursday, 21st & Friday, 22nd January 2016, you have the option of pre-paying before the end of the 2015 school year.

The school appreciates that families may sometimes experience financial difficulties in meeting payment requests. A range of support options are available to parents who have difficulty making payments including the Camps, Sports & Excursion Fund (CSEF) and Schoolkids Bonus.

Families who do not have an immediate capacity to pay are also able to enter into alternative and confidential payment arrangements with the school. Should you require information about financial assistance please contact the school's principal on 54430799.

Yours sincerely

Damien Jenkyn
Principal

Kingsley Morse-McNabb
School Council President