



Growing together,  
Learning forever!

# Parent Payments Policy

## Rationale:

- Parent funded materials and services add significantly to the school's ability to provide a diverse and high quality curriculum. The staff spend considerable time selecting the most appropriate requisites to meet the needs of our children.

## Aims:

- To provide a diverse range of high quality learning opportunities.

## **Parent Payment Categories:**

**Essential educational items** are to support the course of instruction in the standard curriculum program that parents and guardians are responsible for and may choose to either provide or pay the school to provide. These include text books and stationary, consumable materials for programs such as art and home economics, school uniform and the costs of camps and excursions that students are expected to attend. Items made in these programs become the property of the student.

**Optional education items** are provided on a user pays basis. These include school based performances or sporting events, class photos and instrumental music programs.

**Voluntary contributions** are for services where parents are invited to make a contribution. This includes grounds maintenance and library fund donations.

## Implementation:

- Early in term 4 of each year, the Finance Committee, after consulting with relevant staff members, will make recommendations to school council regarding the proposed levies for the next year. They will only consider levies consistent with the departmental memo No 2003/043: School Material charges and voluntary contributions.
- Levy amounts charged for essential educational items will be decided by school council and communicated to the parents in December. The charge must not exceed the cost of delivery.
- Students must not be denied access to a program due to their inability to contribute to the levy. However, unless the levy is paid, the student may not be provided with the higher cost of materials or services relating to that program.
- The provision of student reports cannot be conditional upon the payment of a levy or voluntary contribution.
- Where a parent pays a levy for a specific purpose, the school may not use the funds for any other purpose without the consent of the parent.
- The school portion of the EMA can be used to pay for essential educational items. It will not be used to offset voluntary financial contributions.
- School council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment plans with the principal to pay the essential levies.
- Receipts will be issued to parents upon making payment. Reminders for unpaid essential educational items will be issued once a term.

**Evaluation:** This policy will be reviewed as part of the school's three-year review cycle in May 2014.

This policy was last ratified by School Council in

June 2011