



Parent Payments and Voluntary Contributions Policy

Mooroopna Primary School

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

Mooroopna 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. 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.

Optional education items are those items, activities or services that are offered in addition to, or in support of, the standard curriculum program. 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.

Voluntary financial contributions are for those items and services that parents or guardians are invited to make a donation to the school, for example for grounds maintenance, a library or building trust.



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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 eligible parents. These options include:

- [State School's Relief](#)
- [Second-Hand School Uniform](#) In order to support parents in meeting the costs of their children's education the school has a supply of second hand uniforms.
- [CSEF](#) Camps, Sports & Excursions Fund available to all eligible families
- [CSEF](#) Foundation CSEF Uniform Package available to all eligible families
- [Saver Plus](#) is an initiative of Brotherhood of St Laurence and ANZ, delivered locally by community organisations in 22 locations in Victoria. Saver Plus assists individuals and families on lower incomes to have every dollar up to \$500 saved over a 10-month period matched by ANZ to go towards education-related costs.
- [The Smith Family's 'Learning for Life program'](#) provides financial support, guidance and mentoring for disadvantaged students. The Smith Family works with a select number of schools and may require referral from the school principal.
- The Commonwealth Government provides a range of payments and services to help families look after their children's health, education and other family issues.

Consideration of Hardship

In addition to the Family Support options outlined above parents may communicate with the Business Manager by phone, email or in person about their financial situation and related difficulties in making payments.

Communication with Families

The school's implemented Parent Payment Policy will be communicated with our school community via our website, newsletter, FlexiBuzz and printed information sent home to families.

Families may raise any issues, make general enquiries about charges or register any complaints by contacting the Business Manager by phone or MPS email.

Payment arrangements

Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions (e.g. a minimum of six weeks notice prior to the end of the preceding school year).



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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 amount at the beginning of Term 1 |
| Option B | Payment at the beginning of each Term |
| Option C | Payment via regular Centrepay deductions |
| Option D | Alternative payment options are available through the school and parents are encouraged to make an appointment with the school 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 immediately upon making payment.

Reminders for unpaid essential education items or optional extras 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 per year to parents and guardians.

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

The following documents, as attached, form part of this policy:

2019 Parent Payment
Understanding Parent Payment Categories

References

DET Policy –

<http://www.education.vic.gov.au/school/principals/spag/management/Pages/parentpayments.aspx#link43>

Evaluation

Mooroopna Primary School will monitor the implementation of this policy and identify the factors/measures to be taken into account, such as transparency of processes and engagement with parents.

This policy will be reviewed annually as part of the school's annual review cycle.

Understanding Parent Payment Categories

Schools

What does the legislation say?

The Education and Training Reform Act (2006) provides for free instruction in the standard curriculum program to all students in government schools. The Act also empowers school councils to charge fees to parents for goods and services provided by the school to a child.

In the Act, a 'Parent' includes a guardian and every person who has parental responsibility for a child including parental responsibility under the Commonwealth Family Law Act 1975 and any person with whom a child normally or regularly resides.

What do schools pay for as part of 'free instruction'?



Free instruction is the teaching staff, administration and the provision of facilities in connection with the instruction of the standard curriculum program, including reasonable adjustments for students with disabilities.

The standard curriculum for Years F-10 means implementation of the Victorian Curriculum F-10.

The standard curriculum for senior secondary schools means a program that enables a student to be awarded a VCE or VCAL qualification.

What principles govern parent payment practice?

Educational Value | Access, Equity & Inclusion | Affordability

Engagement & Support | Respect & Confidentiality | Transparency & Accountability

Parents

What may parents be asked to pay for?

Schools can request payment for Essential Student Learning Items



These are items, activities or services that the school deems **essential** to student learning of the standard curriculum.

Where practical and appropriate, parents may choose to purchase items through the school or provide their own.

These may also be either:

Items the student takes temporary or permanent possession of

- e.g.
- textbooks, activity books, exercise books
 - stationery, book bags
 - student ID cards, locks
 - cooking ingredients students will consume
 - materials for final products that students take home (technology projects, build-your-own kits, dioramas)
 - Picture Exchange Communication Systems

Activities associated with instruction that all students are expected to attend

i.e. travel, entry fees or accommodation

- e.g.
- excursions
 - incursions
 - school sports
 - work placements

Parents can be asked to pay for items, activities and services in the three Parent Payment Categories:

Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

Schools determine how items, activities and services are classified within these categories based on the learning and teaching program of their school.

Schools can request payment for Optional Items

These are items, activities or services that are **optional** and are offered in addition to the standard curriculum.

Students may access these on a user-pays basis.

These may be either:



Items the student purchases or hires

- e.g.
- school magazines, class photos
 - functions, formals, graduation dinners
 - materials for extra curricular programs
 - student accident insurance

Activities the student purchases

- e.g.
- fees for extra curricular programs or activities, such as instrumental music tuition
 - fees for guest speakers
 - camps, excursions, incursions, sports
 - entry fees for school run performances

Items and/or materials that are more expensive than required to meet the standard curriculum

- e.g.
- use of silver in metal work instead of copper
 - supplementary exam revision guides

Support for families experiencing hardship is available at every school and each school has a parent payment contact person. See your school's policy for more information.

For more information on Parent Payments and Personal Devices, visit the DET website at: www.education.vic.gov.au

Schools can invite **Voluntary Financial Contributions** for



- e.g.
- Building or Library fund (Tax deductible)
 - Voluntary contributions for a specific purpose, such as equipment, materials, services.
 - General voluntary contributions

2019 Parent Payment



Name of child: _____

Please find the itemised list of essential education items (those items that your child needs for school).

At Mooroopna Primary School we are committed to providing a high quality education for all of our students. Apart from delivering a comprehensive curriculum, School Council enriches these programs by providing ICT resources (Information and Communications Technology), extra curricula activities such as our Education Week celebrations and cultural activities. We make every effort to keep the cost and number of items that need to be purchased to a minimum and try to ensure that the costs are affordable for all parents

Payment is not required until 2019. We would appreciate payment by the end of Term 1, 2019.

Essential education items

Item	Specifications	Cost	
Student Requisites	Writing books, scrapbooks, pens, pencils, coloured pencils, textas, markers, rulers, cover paper	\$100	
Consumables	Art / Craft (eg. Book week activities, Mother's / Father's Day activities)	\$20	
Photocopying & Printing	Photocopied / printed worksheets instead of parents purchasing text books	\$30	
	Sub Total		\$150
Swimming program	Entry, pool hire and travel costs for 5 lessons - to be confirmed in 2019 (2018 cost per student \$45)		
Excursions & Incursions	All students are given the opportunity to attend various excursions and incursions throughout the school year – for example: House swimming sports, Dance Festival, House athletic sports, Cultural Days, Interschool Athletics, Life Ed Van. Students in Years 5 & 6 can choose to attend a School Camp and students in Years F-4 are offered a major excursion. Each of these events will be costed and families informed of the charge closer to the actual time of the event.		
	TOTAL		\$150

CSEF: Eligible families can apply for \$125 per Primary School student. These funds can only be used for camps, excursions, sports and swimming

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.

Parent Payment Arrangements

Please indicate your preferred method of payment:

Option A **Full amount** in Term 1, 2019

Option B **Four payments** – one payment at the beginning of each Term

Option C **Centrepay** – arrangements can be made for regular Centrepay deductions

Option D I have completed a **CSEF application** form to pay for swimming, excursions and incursions. I will pay the balance, \$150, using one of the above options (please indicate A, B or C).

CSEF: Eligible families can apply for \$125 per Primary School student. **These funds can only be used for camps, excursions, sports and swimming**

I HAVE ENCLOSED PAYMENT OF

\$ _____

*Payments can be made by
cash, cheque payable to Mooroopna Primary School, **BPay** or **Credit Card**
BPay details can be obtained from your statement or at the Main Office.*