

# Rowville Primary School

## Parent Payments Policy



### PURPOSE

- To comply with the Education and Training Reforms Act 2006 and DEECD Circular S300-2008 Parent Payments in Victorian Government Schools.
- To properly administer parent payments for essential education items, optional extras and voluntary contributions that Rowville Primary School may request and the parameters, terms and conditions within which requests for Parent Payments and Voluntary Contributions may be made.
- To ensure that students are not treated differently, denied access to a standard curriculum program, or refused instruction on the basis of payments not being made for education items, services or voluntary financial contributions.

### IMPLEMENTATION

- School Council and the Finance Committee will ensure that the school complies with the DEECD policy for Parent Payments and Voluntary Financial Contributions in Victorian Government Schools.
- All students will have access to the standard curriculum program
- Parents and guardians will be provided with early notice of requests for payment of essential education items and optional extras (a minimum of six weeks prior to the end of the previous school year)
- The advice to parents/guardians will provide a clear description of the payment categories and which category items fall under and that where appropriate, parents/guardians will have the option of purchasing certain items themselves
- Items that students consume or take possession of are accurately costed
- Payment arrangements will coincide with the timing of the availability of Education Maintenance Allowance (EMA) for eligible parents/guardians
- There is a clearly articulated process for the administration of the Education Maintenance Allowance
- The status and details of any payments or non-payments by parents and guardians are confidential
- Parents are informed of alternative payment options & invited to contact the principal if they wish to discuss these options
- Details of how funding collected will be spent are provided by the school
- Payment requests or letters to parents will clearly identify whether the items are essential education items or optional extras
- Parents will be immediately provided with a receipt upon payment
- All payments will be receipted in CASES21
- Payments will be kept to a minimum and all requests for payment will be fair and reasonable
- A copy of the school-level policy will be provided to all parents.
- The school may invite voluntary financial contributions for the Rowville Primary School Building Trust Fund (this trust fund is approved by the Australian Taxation Office and is tax deductible), Grounds Contribution and Sustainability Contribution, which will be clearly identified as voluntary financial contributions.
- The school will not insist on payment prior to the commencement of the year in which the materials and services are to be used
- The school will not pressure parents to sign over their portion of the EMA
- The school will not withhold access to enrolment or advancement to the next year level as a condition of payment of essential education items, optional extras or voluntary financial contributions
- The school will not issue more than one request for voluntary financial contributions and one reminder notice
- The school will not coerce or harass parents and guardians to obtain payment
- The school will not send invoices for unpaid essential education items or optional items accepted by parents more than once a month
- The school will not under any circumstances use collectors of any type, including debt collectors, to obtain any funds from parents and guardians.

### EVALUATION

- Parental knowledge, understanding, support and feedback in relation to the contents of this policy.
- School Council will approve payment requests annually and monitor payment processes of parent contributions for Essential Education Items, Optional Extras and Voluntary Financial Contributions.

This Policy was ratified by School Council on  
28<sup>th</sup> October, 2009 and is due to be reviewed in October 2010.