

ARMADALE PRIMARY SCHOOL POLICY

SCHOOL No. 2634

Parent Payment Policy 2015	
Authorisation: By the Armadale Primary School Council on 30 th November 2015 Recommended: By the Finance Sub Committee	Review Date: It is recommended that this policy is reviewed by the Finance Sub Committee by October 2018.

1. PURPOSE

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

2. OBJECTIVES

To provide transparent communication to Armadale Primary School parents on their payment responsibilities and requirements.

3. IMPLEMENTATION

Essential education items

are those items or services that are essential 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. Armadale Primary School has spent considerable time selecting the most appropriate requisites to meet the needs of our children. See details below.

Individual classroom - materials which your child will receive as his/her personal property for use during the year- charged at cost – this includes paper both for worksheets and exercise books, pens, pencils, textas, etc. Parents are not required to individually supply children's stationery items. All supplies will be purchased by the school at bulk order prices (GST free) and will be supplied to children as needed throughout the year.

Group Classroom - materials and items of equipment which your child will have access to in the classroom during the year on a shared basis. Materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. cooking, ceramics, photography)

Specialist classes - supply of materials, the purchase and maintenance of equipment and aids. In order to maintain high quality teaching programs, upgrading of resources is constant.

Technology – use and maintenance of computers, internet and computer software.

Optional education items

are those items 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 and guardians choose to access them for students, they will be required to pay for them.

These items include:

- transport and entrance for camps and excursions/incursions which all students are expected to attend
- extra-curricular programs or activities e.g. instrumental music, Chess club, Cooking Club, Out of School Hours Care (OOSHC)
- class photographs
- school magazines

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Voluntary financial contributions

are for those items and services that parents and guardians are **invited** to contribute to the school.

School Council Voluntary Contribution (Equipment and Grounds)

This amount assists Council to provide additional items of equipment and maintain the buildings and grounds in a safe and healthy state for your children. The amount requested will be reviewed by School Council annually.

Armadale Primary School Building Fund

Introduced for the first time in June 2005, the School Building Fund is a vehicle in which funds can be raised to support the on-going Improvement of the School Buildings. As an eligible fund all donations are *Tax Deductible*. An Official Building Fund receipt will be issued.

Parents & Friends Association (PFA)

The opportunity is open to all families to support the PFA with the various activities that this group runs at the school for students & their families.

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 parents including the Camps, Sports and Excursions Fund (CSEF), State Schools Relief Committee and Human Services. (<http://www.dhs.vic.gov.au/for-individuals/financial-support/concessions/hardship>)

Camps, Sports and Excursions Fund (CSEF)

A parent or guardian of a child under 16 years of age who *holds an eligible Centrelink benefit and a Health Care Card or pension card*, may apply for the Camps, Sports and Excursions Fund (CSEF) through the school. These funds are directed to the school and must be used for Camps, Sports and Excursions. The amount is determined by the Commonwealth.

State Schools Relief Committee support (SSR)

SSR provides practical assistance via the school, through supplying quality school clothing, generic uniforms, footwear, socks and underwear free of charge or by authorisation to purchase from their school shop or supplier on a co-payment basis. To apply, please contact the Principal.

The SSR operational costs are paid by the Victorian Government and the only criteria is that the child must be enrolled in a Victorian Government school. We understand that every circumstance is different. There are a variety of situations where the child may need support such as poverty, neglect, homelessness, financial hardship, family violence, illness and the devastating effects of house fires and natural disasters.

State Schools' Relief is a registered charity with endorsement for charity concessions and Tax Deductible Gift Recipient Status. All donations over \$2 are tax deductible.

Payment arrangements

Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions (a minimum of six weeks' notice, i.e. prior to the end of the previous school year). Alternative payment options are available through the school with parents encouraged to make an appointment with the school to discuss their individual circumstances. 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 or letters 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 request. Reminders for unpaid essential education items will be generated and distributed on a regular basis to parents. An initial invitation and one reminder letter for voluntary financial contributions and optional items will be issued to parents and guardians. As per the current Armadale Primary School Excursion Policy, the majority of Excursion/Incursion levies are a term by term expense and notice will be given to parents in the term prior, with payment expected by the end of the first week. Subsequent excursions will be issued on an individual basis (linked to the Units of Inquiry). All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.