



## Parent Payment

### Rationale:

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. *This policy should be read in conjunction with the Outstanding Debt and Camps Payment Policies.*

### Implementation: Parent Payment Categories

#### **1. Essential Student Learning Items**

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. Kambrya College School Council asks that all essential education items are paid for.

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. food technology, ceramics, photography, catering)
- materials for subjects where the payment sought is the difference between the basic materials/services required for access to the standard curriculum program and higher cost alternatives which may be more desirable (e.g. the use of more expensive materials and enhanced activities in fee paying electives)
- school uniform;
- transport, entrance (and any other costs) for camps, excursions and fee paying electives (as per dot point three) which students are expected to attend.

#### **2. Optional items (or non-essential materials and services)**

Items 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:

- student computer printing for personal use;
- extra-curricular programs or activities e.g. instrumental music, dance classes, Presentation Ball
- school-based performances, productions and events; and
- school magazines, newsletters, class photographs.

#### **3. Voluntary Financial Contributions**

Items and services that parents and guardians are **invited** to make a donation to the school, for example for grounds maintenance, a library or building trust.

### 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) and State Schools Relief Committee support.

**CSEF:** A parent who holds an eligible Centrelink benefit and a Health Care Card or pension card, may be entitled to the Camps, Sports and Excursions Funding. The annual allowance is paid directly to Kambrya in March of each year and these funds can be used (as the name suggests) to finance: camps, sports and excursion costs for the student.

The Australian Taxation Office should be used as the primary current source of information about any Government payments that are available to parents to offset the costs of education for their children.

**State Schools' Relief:** only responds to requests from schools and not from parents. The school will then make a request to State Schools' Relief on your behalf. Talk to your school principal, assistant principal or student welfare coordinator about the possibility of getting uniforms, shoes, books and stationery through the State Schools' Relief.

Parent in the policy has the same meaning as in the *Education and Training Reform Act 2006*, which is: '**parent**', in relation to child, includes a guardian and every person who has parental responsibility for the child including parental responsibility under the *Family Law Act 1975* of the Commonwealth and any person with whom a child normally or regularly resides.

### **Payment agreements- Essential Student Learning Items**

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 prior to the end of the previous school year). Options for VETiS materials charges are found below in the relevant section.

Payments are kept to a minimum with payment requests and letters fair and reasonable. To further assist parents with payments, three payment options have been developed:

- Option A:** Full amount  
**Option B:** Half yearly payment prior to the commencement of new electives (beginning of Terms 1 & 3)  
**Option C:** Other payment arrangements as agreed upon by Business Manager or Principal

Alternative payment options are available through the school, with parents encouraged to make an appointment with the school to discuss circumstances and available options. The Principal invites discussions with the parents who are undergoing either temporary or permanent financial hardship.

### **Payment arrangements – VETiS**

(The College is responsible for the cost of instruction of all VETiS courses)

Payments for the **materials charge** for VETiS courses remain the responsibility of the guardian/student undertaking the course and must be made according to the following timeline **or the student will be withdrawn from the VETiS course:**

- For materials charges under \$200 payment is required in full prior to the end of the year preceding the commencement of the VETiS course.
- For materials charges over \$200, a deposit of \$200 is required prior to the end of the year preceding the commencement of the VETiS course. Payment of the balance of the materials charge must be finalised by end of February the year of the VETiS course.
- No payment plan that extends beyond the end of February is able to be considered.

### **Payment arrangements - Fee paying electives**

Students may elect to undertake electives that have a fee associated with them. Any such fee is for Materials where the payment sought is the difference between the basic materials/services required for access to the standard curriculum program and higher cost alternatives which may be more desirable (e.g. the use of more expensive materials and enhanced activities in fee paying electives)

In the event that a student elects to enrol in a fee paying elective **then payment must be made prior to the commencement of the elective. Failure to do so may result in the student being placed in an alternative non fee paying standard curriculum elective within the constraints of the timetable.**

*Payment arrangements- Excursions, Camps, Co- Curricular activities (non standard curriculum program).*

Payment for excursions, camps and co- curricular activities must be made prior to participation in the activity/event and in accordance with the published timeline.

### **Consideration of Hardship**

Students who have not paid their essential education items should liaise with the Principal, or their nominated representative, to enter into a valid (and approved) payment plan prior to participating in events associated with the non-standard curriculum program. All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

### **Monitoring and Review of the Implementation of the Policy**

The School Council will monitor the implementation of this policy throughout the year ensuring appropriateness of fees. The fee schedules for each year are approved and documented by School Council in Term 3 of the previous year.

### **References:**

<http://www.education.vic.gov.au/school/parents/financial/pages/parentpayments.aspx>

### **Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

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<b>Approved by Kambrya College School Council</b>	May 2018
<b>Responsible for Review</b>	Paul Looker- Assistant Principal
<b>Next Review Date</b>	May 2021

# 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](http://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