MANAGEMENT

PARENT/CARER PAYMENTS

GENERAL STATEMENT

This policy provides information regarding parent/carer payments in government schools. The policy covers payments for essential education items, optional extras and voluntary financial contributions that schools may request, and the parameters, terms and conditions within which these requests may be made.

RATIONALE

The Education and Training Reform Act 2006 ensures the provision of free instruction in the standard curriculum program and empowers School Councils to charge for goods and services used in the course of instruction and to raise funds.

BROAD GUIDELINES

The Concord School Council can request payments from parents/carers for student materials and services charges and for voluntary financial contributions. These payments fall into three categories:

1. **essential education items** which parents/carers are **required** to pay the school to provide for their child which include class materials and the bus levy.
2. **optional extras** are items provided in addition to the standard curriculum program, and are offered to all students. They are provided on a user-pays basis and if parents/guardians choose to access them for students, they will be required to pay for them. E.g. extra-curricular programs or activities.
3. **voluntary financial contributions** which parents/carers may be **invited** to donate to the school. Concord School has Gift Recipient Status. Voluntary contributions paid into the Concord Deductable Gift Register can be claimed as a tax deduction.

IMPLEMENTATION

- Parents/carers will be provided with early notice of requests for payment of essential education items, optional extras and voluntary financial contributions. Fee payments will be requested at the commencement of the year in which the materials and services are to be used.
- Parents/carers who experience difficulties paying the school will be encouraged to make an appointment with the Assistant Principal to discuss alternative payment methods. 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.
- A reminder notice will be sent to parents in April outlining alternative payment options if they have not yet paid voluntary contributions
- A letter of thanks will be sent for all received fees
- The school will ensure that the status and details of any payments or non-payments by parents/carers are confidential.
- Payment requests, letters or CASES 21 invoices for student materials and services charges will be accompanied by the following information:
  - the availability of alternative payment options and an invitation to contact the Assistant Principal if the parent wishes to discuss these
  - details of how payments or contributions will be spent by the school
  - which category the items fall into, i.e. essential education items, optional education items or voluntary financial contributions
- Parents who have difficulty paying for essential items can access support through **State Schools Relief**

REFERENCES

DEECD School Policy & Advisory Guide Parent Payments