SUNSHINE HEIGHTS 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, Sunshine Heights Primary School may request, terms and conditions within which this requests 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 and services.

IMPLEMENTATION:

- School Council and the Finance Committee will ensure that the school complies with the DEECD policy for Parent Payments 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.

- 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/Business Manager 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.

- Parent refunds will only be issued under certain circumstances (if the school is not penalised in any way) at no stage will cash be issued to parents. Refund will be deposited into parents nominated bank account.

- All payments will be receipted in CASES21

- Payments will be kept to a minimum and all requests for payment will be fair and reasonable.
• The school will not withhold access to enrolment or advancement to the next year level as a condition of payment of essential education items and/or optional extras.

• 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.

• Parents/carers to be provided with a receipt as soon as is reasonably practical. If no receipt is received, parents/carer to contact the school to follow up.

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**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 and/or Optional Extras.

This Policy was ratified by School Council
This Policy will be reviewed in: 2015