

SCHOOL-LEVEL POLICY

In relation to Parent Payments and Voluntary Financial Contributions

PURPOSE:

- To develop a school-level policy which covers essential educational items, optional extras and voluntary financial contributions. These resources will be allocated in accordance with the goals, targets and strategies outlined in the College strategic plan.

DEFINITIONS:

Payments fall into three categories:

Essential educational items which parents and guardians are required to provide or pay the school to provide for their child (eg. stationary, text books, school magazines and school uniforms where required)

Optional extras which are offered on a user-pays basis and which parents and guardians may choose whether their child accesses or participates in (eg. extra curricular programs or activities)

Voluntary financial contributions which parents and guardians may be invited to donate to the school (eg. grounds beautification, additional computers)

GOALS:

- To provide parents and guardians with early notice of requests for payment of essential items, optional extras and voluntary financial contributions
- Upon request to communicate clearly with all stakeholders details of how payments or contributions will be spent by the College
- To provide payment options
- To provide support for families having difficulty making payments

GUIDELINES:

- All students will have access to the standard curriculum program
- An alternative option for students not attending an excursion, incursion or school camp will be provided
- A consultative process will guide School Council and relevant stakeholders, in the implementation of the school-level policy

- A minimum of 6 weeks notice will be provided to allow parents and guardians planning time to pay the essential educational items, optional extras and voluntary financial contributions
- Payment arrangements will coincide with the timing of the availability of the Education Maintenance Allowance (EMA) support for eligible parents/guardians
- Provision of alternative payment options, where an invitation to contact the Principal/Nominee to discuss further is available for parents/guardians
- All status and details of payments or non-payments by parents and guardians will remain confidential
- The college will only issue one request for voluntary financial contributions and one reminder notice
- Invoices for unpaid essential education items or optional items accepted by parents/guardians will be distributed as necessary
- Parents/Guardians are required to provide essential education items for their students and have the option of purchasing these through the school or through a local supplier, where appropriate
- Extra-curricular programs or activities which are offered in addition to the standard curriculum program will be paid on a user-pays basis funded by the student's parent/guardian
- College Council may invite parents and guardians to make a voluntary financial contribution or donation towards a building and grounds beautification trust fund or for a specific purpose identified by the College
- Principal/Nominee to offer support options available for families having difficulty making payments. Eg pay by instalments, EMA, School Start Bonus, State School Relief, second hand goods
- A copy of the school-level policy will be available upon request

EVALUATION:

- This policy will be evaluated as part of the cyclic process of policy review.