

Moonee Ponds West Primary - Parent Payments Policy 2016

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.

This policy ensures that;

- costs are kept to a minimum
- payment requests are clearly itemised under the three parent payment categories
- items that students consume or take possession of are accurately costed
- no student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or voluntary contribution
- access to enrolment or advancement to the next year level will not be withheld as a condition of payment for any of the three categories.

Moonee Ponds West Primary spends considerable time selecting the most appropriate items and services to meet the needs of our students.

Parent Payment Categories

1. **Essential education items** are those items or services that are essential to support the course of instruction in the standard curriculum program that parents or guardians are requested to pay the school to provide.

These items include;

- materials that the student takes possession of, examples include: books & student stationery
- materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. art, Japanese, cooking)
- access to the Athletics site
- transport and entrance for camps, excursions and weekly sport costs for years 5 and 6 which all students are expected to attend.

2. **Optional education items** (or non-essential materials and services) are those 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 may include;

- extra-curricular programs or activities e.g. instrumental music, chess classes
- school-based performances, productions and events
- class photographs.

3. **Voluntary financial contributions are for those items and services** that parents or guardians are invited to make a donation to the school, for example computer purchases or a library or building fund.

Second-hand book and uniform shop

In order to support parents in meeting the costs of their children's education the school operates a second-hand school uniform shop.

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 eligible parents, including the Camps, Sports and Excursion Fund, Moonee Ponds West Fee Assistance Program and State Schools Relief Committee support.

Payment arrangements

Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions (e.g. a minimum of six weeks). Costs will be kept to a minimum with payment requests/letters fair and reasonable.

Alternative payment options are available through the school and parents are encouraged to make an appointment with the school to discuss circumstances and available options. Payment requests 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 making payment.

Reminders for unpaid essential education items or optional extras will be generated and distributed on a regular basis to parents, but not more than once a month. Only the initial invitation for voluntary financial contributions and one reminder notice will be issued per year to parents and guardians.

All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

Review of parent payments policy

The parent payments policy will be reviewed each year by school council at the meeting following the completion of the annual school council election process.

Endorsed by School Council - 21st March 2016