

PARENT PAYMENTS POLICY - 2023

PURPOSE

The Education & Training Reform Act 2006 provides for instruction in the standard curriculum program to be free to all students in government schools. School councils are responsible for developing and approving school-level parent payment charges and can request payments from parents under three categories only – Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

SCOPE

To provide high quality learning opportunities for all students.

POLICY

School Council supplements Department of Education & Training funds by requesting payments from parents for the following items:-

1. **Essential Education Items** which parents and guardians are required to provide or pay the school to provide eg: consumable arts & crafts that students use to make final products they take home including or special events/gift etc. Texts, pencils, paint, paper, glitter/stickers etc. cooking ingredients to enable students to explore food and food preparation and to make food for special events throughout the year-past, oil, bread, flour, jelly, fruit, specialty foods (for students with allergies/not able to consume), communication/sign cards, home/school communication book(s), USB, workbooks, student card, activities, community access.
2. **Optional Items** Bayside Special Developmental School offers a range of optional items and activities that are additional to the delivery of the standard curriculum. These items and activities are designed to broaden the school experience for your child. eg. RDA, Inter School Sports Day.
3. **Voluntary Contributions** A general contribution goes towards all of our school's important priorities for 2023 as well as providing additional activities and services for all students. Alternatively, you can make a voluntary contribution toward our School Assistance Fund – this fund is to provide essential education items or optional item etc. for families at our school unable to purchase these items due to demonstrated financial hardship. Your contribution helps to ensure that all our student have the option of attending school activities and have the items they need for school.

Parents will be made aware of the costs associated with all payments and voluntary contributions no later than December of the previous year, along with a recommended payments schedule.

The payments schedule will include itemised details relating to all payments, an option to purchase goods elsewhere (where appropriate), essential payment dates, options to make payments by instalments, clear definitions of the category of any payments (i.e. Essential, Optional or Voluntary), an alignment between payment dates.

Consideration to hardship arrangements in respect to payment request is provided to families experiencing long term hardship or short term crises, on a confidential, case by case basis. All parents are provided with the name and contact details of the schools Business Manager/Principal who they can discuss payment arrangements.

Parents experiencing hardship are treated with respect, dignity, sensitivity and without judgement and the identity and personal information of all parents and students are kept confidential in respect to parent payments.

Parents experiencing hardship are not to be pursued for outstanding school fees from one year to the next.

All payments and non-payments will be strictly confidential. The public identification of students or their parents where payments have or have not been received will not occur.



All costs and processes associated with parent payments and voluntary contributions will be reasonable, will be defensible in relation to Department of Education and Training requirements, and will be within the expectations of the school community.

Unpaid **Essential Items** payments will not result in any detriment by the school to the student or family. Unpaid **Optional Extras** payments may compromise a student's ability to be involved in the optional activity in the future.

No collectors of any type, including debt collectors, will be used to obtain funds from parents or students.

The principal will ensure that all staff are aware of this policy and adhere to it.

School Council will monitor the effectiveness and impact of the implementation of this policy at least annually.

RELATED POLICIES AND RESOURCES

REVIEW CYCLE

- School Council will monitor the effectiveness and impact of the implementation of this policy at least annually.

This policy was last approved February 2023 and is scheduled for review February 2024.

