

Malmsbury Primary School Parent Payment Policy



Rationale: This policy is to support the process for collection of parent payments to facilitate quality learning for students. It also aims to ensure fair and equitable resources for use within the School and to create a clear and precise process (compliant with DEECD guidelines) working in partnership with parents/guardians to support the best learning environment for students.

Guidelines:

1. School council can request payments from parents for student materials and service charges and for voluntary contributions. These payments fall into three categories:
 - *Essential education items* which parents and guardians are required to provide or pay the school to provide for their child (e.g. stationary, text books and school uniforms) *For more information see Appendix 1.*
 - *Optional extras* which are offered on a user-pays basis and which parents and guardians may choose whether their child accesses or participates in (e.g. school magazines, extra-curricular programs or activities) *For more information see Appendix 1.*
 - *Voluntary financial contributions* which parents and guardians may be invited to donate to the school (e.g. grounds beautification, additional computers) *For more information see Appendix 1.*
2. Parents and Guardians should be provided with sufficient notice of requests for payment of essential items, optional extras and voluntary contributions.
3. Payment requests or letters to parents should clearly identify whether the items are essential education items or optional extras.
4. Parent/Guardian financial information should be confidential.
5. Payment options, such as making payments over a period of weeks, should be made available to parents/guardians.
6. Camp and excursion payments should be paid in full two weeks before the event.
7. School Council acknowledges that sometimes an excursion or incursion opportunity presents itself to the school at short notice. On these occasions parents may not be provided with 6 weeks notice of the event and associated cost.
8. Parents and Guardians should be issued with receipts after payments have been made.

Implementation:

1. Parents and Guardians will be provided with sufficient notice of requests for payment. A minimum of six weeks notice is recommended to allow parents and guardians sufficient planning time.
2. Payment requests or letters to parents will clearly identify whether the items are essential education items or optional extras.
3. The items that students consume or take possession of are accurately costed.
4. The school will not withhold access to enrolment or advancement to the next year level as a condition of payment of essential items, optional extras or voluntary financial contributions.
5. Students will not be treated differently, denied access to the standard curriculum program, or refused instruction on the basis of payments not being made for educational items, services or voluntary financial contributions.
6. The status and details of any payments or non-payments by parents and guardians will be kept confidential.
7. Parents and Guardians will be informed that there are a variety of support options available (EMA, making payment instalments) *See Appendix 2 for an example of a payment instalment note.*
8. Invoices for unpaid essential education items or optional items accepted by parents will be generated and distributed on a regular basis, but not more than once a month.
9. Only the initial invitation for voluntary financial contributions and one reminder notice is sent to all parents and guardians

10. Full payment for camps and excursions needs to be received from parents or guardians two weeks before the event for the child concerned to be able to participate.
11. Receipts for payments will be issued to parents in a timely manner upon payment.
12. The administrative and financial processes are compliant with DEECD requirements such as CASES21 financial reporting.
13. Payment requests, letters or CASES 21 invoices for student materials and services charges will be accompanied by the following information:
 - Parent/Guardians are required to provide, or pay the school to provide, essential education items for their students.
 - If parents/guardians require assistance with payments they should write to the Principal or Business Manager who will respond with alternative payment options.
 - Details of how payments or contributions will be spent by the school.
 - A copy of Malmsbury Primary School Parent Payment policy is available upon request and from the school website.
14. Under no circumstances will collectors of any type, including debt collectors, be used by schools to obtain any funds from parents and guardians.
15. When an excursion or incursion opportunity arrives with short notice the notification and collection of monies will happen over a shorter period of time.
16. This policy will be reviewed regularly as part of School Council's policy review cycle.

Accepted and passed by School Council on- September 6th 2012.

Appendix 1- Payment categories.

1. Essential education items are those items used in the course of instruction in the standard curriculum program that parents and guardians are responsible for and may choose to either provide or pay the school to provide.
These items include:
 - Materials that the individual student takes possession of, including text books and student stationery.
 - Materials for learning and teaching where the student consumes or takes possession of the finalised articles(e.g. Visual arts, cooking, project work)
 - School uniform
 - Essential services associated with, but not considered to be a part of, instruction in the standard curriculum program, such as costs associated with camps and excursions which all students are expected to attend (e.g. transport, accomodation and entrance costs).
2. Optional extras (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-pay basis and if parents and guardians choose to access them for students, they will be required to pay for them.
These items include:
 - Instructional support material, resources and administration beyond the provision of the standard curriculum program (e.g. religious education materials)
 - Extra-curricular programs or activities offered in addition to the standard curriculum program (e.g. instrumental music tuition)
 - Materials for subjects where the payment sought is the difference between the basic materials/services required for access to the standard curriculum program and higher cost alternatives which may be more desirable (e.g. the use of more expensive materials).
 - Materials and services offered in addition to the standard curriculum program (e.g. school magazines)

3. Voluntary financial contributions to the school are invitations by school council to parents, guardians or friends of the school asking if they would like to make a financial donation to particular projects or programs. For example:
- Contributions to a building and grounds beautification trust fund or contributions to a library trust fund (these trust funds are approved by the Australian Taxation Office and are tax deductible).
 - Contributions for a specific purpose identified by the school (e.g. equipment, materials or services) in addition to those funded through the SRP. This may include additional computers or student-related services.
 - General voluntary financial contributions or donations to the school.

Appendix 2- Payment instalment note.

ACCOUNT PAYMENT SLIPS



Instalment 1

Due by

Name- _____ Date - _____

Amount Enclosed \$ _____ (minimum payment required \$50.00)

✂.....

Instalment 2

Due by

Name- _____ Date - _____

Amount Enclosed \$ _____ (minimum payment required \$50.00)

✂.....

Instalment 3

Due by

Name- _____ Date - _____

Amount Enclosed \$ _____ (minimum payment required \$50.00)

✂.....

Instalment 4

Due by

Name- _____ Date - _____

Amount Enclosed \$ _____ (minimum payment required \$50.00)

✂.....

Instalment 5

Due by

Name- _____ Date - _____

Amount Enclosed \$ _____ (minimum payment required \$50.00)

All information and discussions are strictly confidential

Please see Deb if you require anymore payment slips.