Parent Payment
POLICY

Rationale
School Council’s are able to request payments or contributions for education items and services from parents and guardians for students in Victorian government schools in three categories – essential education items, optional education items and voluntary financial contributions.

Definition

**Essential Education Items** are 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 where required).

**Optional Extras** are items 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).

**Voluntary Financial Contributions** are items which parents and guardians may be invited to donate to the school (e.g. grounds beautification, a building trust or additional computers).

Aim
- To provide high quality learning opportunities for all students by supplementing government funds received with approved financial payments and contributions from parents.

Implementation
- Requests for payments and contributions will be kept to a minimum and the school will attempt at all times to provide parents and guardians with early notice of payment requests for essential education items, optional extras and voluntary financial contributions.
- A range of support options are available to assist parents in meeting requests for payments and contributions, including the Education Maintenance Allowance (EMA) and State Schools Relief Committee support.
- The Education Maintenance Allowance (EMA) is provided by the Victorian Government to low income families to assist with the cost of educating their children. EMA is paid directly to parents/guardians, who may then transfer the payment to the school. Applications for EMA are available from the school Office. Further information about EMA is available at [http://www.education.vic.gov.au/school/parents/financial/Pages/ema.aspx](http://www.education.vic.gov.au/school/parents/financial/Pages/ema.aspx).
- Any portion of EMA not expended by the end of the year will be returned to the parent/guardian unless there is agreement reached with the parent/guardian that this money can be carried over into the next year.
- Parents and guardians who are experiencing financial difficulties are welcome to enter into alternative and confidential payment arrangements with the Principal that suits both the parents and the school.
- Receipts will be issued to parents and guardians as soon as possible after a payment has been made.
• No student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or voluntary contribution.

• 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.

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

• 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.

References

• School Policy & Advisory Guide

Evaluation

This policy will be reviewed every three (3) years or as deemed necessary.