

PAKENHAM HILLS PS

PARENT PAYMENT POLICY 2023



November 2022

PURPOSE

This Parent Payments Policy outlines the ways in which schools can request financial contributions from parents. It ensures parent payment practices in Victorian government schools are consistent, transparent and all students have access to the Curriculum.

SUMMARY

- Schools must provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum.
- Schools may request parents to make voluntary financial contributions towards the cost of schooling under 2 categories: Curriculum Contributions and Other Contributions.
- Schools may invite parents to purchase optional Extra-Curricular Items and Activities on a user-pays basis.
- Schools may invite parents to supply or purchase their own educational items for their child to use and to own.
- Schools must follow the requirements on finance and communications set out in the DET requirements of the DET policy.

SCHOOL PROVIDED ITEMS

Pakenham Hills PS will provide students with necessary textbooks, cover the cost of online subscriptions to Reading Eggs and Mathletics and any other consumables (i.e., Art / Craft materials) required to implement the school curriculum. The school will use the equity money it receives to cover these costs.

PARENT PROVIDED ITEMS

Parents will be provided with a booklist. Parents will be able to order the booklist items through Maxim (same as 2022). Booklists ordered through Maxim, will be delivered to the school. Parents can also choose to source the items on the booklist themselves. Costs on the provided booklist will be based on item costs from Maxim.

These educational items are for your child to individually own and use. Any unused items will be sent home with them at the end of the school year.

You will need to ensure your child / children have all the basics on the booklist with them at school on their first day. The booklists will also be displayed on the school's website.

SUPPORT FOR FAMILIES

Where parents cannot afford to purchase items from the booklist, students in these families will be provided with a basic starting pack. This pack will include:

- 2 x exercise books
- 1 x lead pencil
- 1 x red pencil
- 1 x ruler
- 1 x glue stick
- 1 x pkt textas
- 1 x eraser
- 1 x coloured pencils
- 1 x blue and red pens (where needed)

If these items are lost or depleted, parents will be responsible for replacing them. If parents require this financial support, they will need to let the school know in advance. This will allow the school to order the necessary requisites to supply a basic starting pack.

Parents may also be able to access State Schools Relief for uniforms or Anglicare (through our local community hub) for support with the booklist or uniforms if they are eligible.

OTHER CONTRIBUTIONS

Pakenham Hills PS welcomes donations / voluntary contributions towards the cost of resources or programs which benefit the School Community as a whole. If you would like to make a donation, please contact the Business Manager.

EXTRA-CURRICULA ACTIVITES

Pakenham Hills PS offers a range of activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum.

These are provided on a user-pays basis. Parents are notified of the cost of these in advance of the activity and given time to pay for the activity. Parents can arrange an agreed payment method with the school, where this might be required.

CAMPS, SPORTS & EXCURSIONS FUND-CSEF

Families that qualify for this support can use their Camps, Sports and Excursions Fund money to pay for their child's / children's extra-curricular activities. Parents will only need to contact the office if they don't want to use these funds for the aforementioned events, to inform us of what they want CSEF money used for.

REFUNDS

Where a parent has paid for an extra-curricular activity and this is subsequently cancelled, any monies paid to the school will be partially refunded.

For further information on the Department's Parent Payments Policy please see a one-page overview attached.



Dale Hendrick
Principal



Elise Chapman
School Council President

Document Status

Reviewed	School Council Ratification	Next Review
11/11/2019	11/11/2019	November 2020
9/11/2020 Alterations made in line with latest DET guidelines.	11/11/2020	November 2021
November 2021 Alterations made in line with latest DET guidelines.	11/11/2022	November 2022
July 2022 Policy updated and parts clarified after parent feedback.	7/10/22	TBA
October 2022 Alteration made in line with latest DET guidelines	7/10/22	October 2023

PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW



FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.