

PAKENHAM HILLS PS PARENT PAYMENT POLICY



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 access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum.
- Schools may ask parents to contribute to the cost of items the student takes temporary or permanent possession of, such as textbooks, student stationery or learning software subscriptions.
- 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 must follow the requirements on finance and communications set out in the DET requirements of the DET policy.

BULK PURCHASE OF SCHOOL ITEMS

In 2024 the school will bulk purchase all items, to try and save parents as much cost as possible. Through bulk purchasing all items the school can leverage discounts due to the amounts purchased. These items will be delivered to the school in mid-December.

Purchasing this way will ensure that all students start day one of school in 2024, with everything that is required.

PARENT PAYMENT LEVY

In 2024 PHPS School Council has authorised the setting of a school essential items levy to cover the cost of textbooks, software subscriptions and some classroom consumables.

Information regarding the parent levy will be posted on the school website.

FAMILY SUPPORT OPTIONS

There are a range of other support options available for parents' experiencing difficulty in paying for essential items including:

- CSEF (Camps, Sports, and Excursions Fund)
- Access to State Schools Relief Committee support via the principal to assist with clothing/uniforms.
- Welfare and support agencies that have established partnership arrangements with schools to provide further assistance to students and their families.
- EMA (Education Maintenance Allowance), the EMA is provided to eligible families to help with the cost of essential education items such as textbooks, stationery, uniforms, and excursions.
- Parents may arrange a payment plan with the School Business Manager.

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 donate, please contact the Business Manager.

EXTRA-CURRICULAR ACTIVITIES

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

Families that qualify for this support can use their Camps, Sports, and Excursions Fund money to pay for their child's / children's extracurricular activities. Parents will need to contact the office to confirm which events they want CSEF money used for. Please contact Elaine Eastwood (Business Manager) on 5941-4436 to arrange this.

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

Kira Saroni
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.	11/11/2021	November 2022
July 2022 Policy updated & clarified after parent feedback.	September 2022	October 2023
August 2023 Policy updated & clarified after parent feedback.	14/08/2023	October 2024

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.