



SURREY HILLS PRIMARY SCHOOL PARENT PAYMENT POLICY

Purpose

To ensure that the parent payment practices of Surrey Hills Primary School are consistent and transparent and meet the requirement of the Education and Training Reform Act 2006 that provides for all children having access to the standard curriculum.

Introduction

Learning and teaching programs vary across Victorian schools and are based on local needs and circumstances and reflect each school's priorities, decisions and resources. As such, school councils are able to request payments or contributions for education items and services from the parents and guardians for students in Victorian government schools in the following three categories:

- Essential education items
- Optional extras
- Voluntary financial contributions

Surrey Hills Primary School takes pride in delivering an enhanced curriculum and learning environment over and above what is funded by the Department of Education and Training. However the school is committed to keeping costs as low as possible, without compromising the quality of education provided to all students of the school.

Parent contributions, in all forms, assists Surrey Hills Primary School to provide enriched learning and teaching programs for every student and is highly valued by the school community.

Scope

This policy ensures that:

- Costs of the enriched learning program provided at Surrey Hills Primary School are kept to a minimum
- Payment requests are clearly itemised under the three parent payment categories
- Items that students consume, or take possession of, are accurately costed

Surrey Hills Primary School spends considerable time selecting the most appropriate items and services to meet the needs of our students. Furthermore Surrey Hills Primary School ensures diligent budget management to invest in IT hardware, software, networking and support to deliver outstanding programs, without parents and guardians burdened by having to provide items such as personal IT devices.

Parents and guardians also have the option of purchasing equivalent materials from other sources. If parents and guardians choose to provide equivalent materials, this needs to be done in consultation with the Surrey Hills Primary School, as items must meet the specifications and policies of the school. There may also be certain items that due to their nature may only be provided by the school.

Parent Payment Categories

Essential education items are those items or services that are essential to support the course of instruction in the standard curriculum program that parents or guardians are requested to pay the school to provide or may provide themselves if appropriate.

These items include:

- Materials that the student takes possession of, including text books and student stationary
- Materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. home economics, visual artwork)
- School uniform (sport)
- Transport and entrance for camps and excursions which all students are expected to attend

Optional extras are those that are provided in addition to the standard curriculum program of Surrey Hills Primary School, and which are offered to all students. These optional extras are provided on a user-pays basis and if parents and guardians choose to access them for students, they will be required to pay for them.



These items include:

- Extra-curricular programs or activities e.g. instrumental music, dance classes, yoga, tennis, netball, soccer
- School-based performances, productions and events
- School magazines, class photographs

Voluntary financial contributions are for those items and services that parents or guardians are invited to make a donation to the school e.g. school grounds maintenance and projects, library fund or new equipment.

Second-Hand Uniform

In order to support parents and guardians in meeting the costs of their children's education, second-hand uniform items are regularly sold via the Parents' Association Second-Hand Uniform Shop. Dates are advised via the school newsletter and the Surrey Hills Primary School app.

Other Support Options

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. Various support options are available to assist eligible parents, including State Schools Relief or the Camps, Sports and Excursions Fund. Parents can discuss payment arrangements with the Parent Payment Contact (Rochelle Kendt). Consideration will be given on a case by case basis and will be dealt with in a confidential manner. See below under Payment Arrangements for details.

Payment Arrangements

Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions.

Costs will be kept to a minimum with payment requests provided in a fair and reasonable time frame. To further assist parents with payments, four payment options are provided:

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| Option A | Full amount at the beginning of Term 1 |
| Option B | Payment at the beginning of each Term |
| Option C | Half yearly payment (beginning of Terms 1 & 3) |
| Option D | Other payment arrangements |

Alternative payment options are available and parents wishing to explore this option are encouraged to make an appointment with the school's Parent Payment Contact, Rochelle Kendt, by phone on 9890 1560 or email surrey.hills.ps@edumail.vic.gov.au for a confidential discussion about alternate arrangements.

Payments may be requested, but not required, prior to the commencement of the year in which the materials and services are to be used.

Payment requests to parents will be itemised and the category in which each item falls will be clearly identified as an essential education item, optional extra or voluntary financial contribution.

Receipts will be issued.

Reminders to parents for unpaid essential education items or optional extras will be generated and distributed on a regular basis to, but not more than once a month.

Voluntary financial contributions will be invited once and one reminder issued per year to parents and guardians.

All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

Evaluation

This policy will be reviewed as part of the school's review cycle or as required.