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## Parent Payment Policy and Implementation

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### Policy Statement

Kilmore Primary School shares a vision to contribute to an education system that champions excellence and ensures that every child and young person has access to the opportunities to succeed in life, regardless of their background or circumstances.

Kilmore Primary School is best placed to make local decisions which ensure that all of our students can access a broad range of learning opportunities that support their expectations and promote their aspirations as they move through the school. Parent contribution, in all forms, assists the school to provide an enriched learning and teaching program for every student and is highly valued by our school community.

Learning and teaching programs at Kilmore Primary School reflect our school's priorities, decisions and resources. This, in turn, informs the parent payment charges approved by school council.

### Aims:

To ensure that parent payment practices are consistent, transparent and ensure that all children have access to the standard curriculum.

### Guidelines:

The Education and Training Reform Act 2006 provides for instruction in the standard curriculum program to be free to all students in government schools. School councils are responsible for developing and approving school-level parent payment charges and can request payments from parents under three categories only- Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

**Essential Student Learning Items** are those items, activities or services that are essential to support student learning of the standard curriculum. These are items that the school considers essential for all students and which students take possession of. Parents may choose to provide the items themselves or buy the items from the school where practical and appropriate.

**Optional Items** are those items, activities or services that are offered in addition to or support instruction in the standard curriculum program. These are provided on a user-pays basis so that if parents choose to access them for students, they are required to pay for them.

#### **Voluntary Financial Contributions**

Parents can be invited to make a donation to the school for a general or specific purpose, e.g. school grounds projects, library fund or for new equipment. Only some Voluntary Financial Contributions are tax-deductible.

The attached diagram "**Understanding Parent Payment Categories**" provides examples of items and materials under each category.

In implementing this policy, Kilmore primary School adheres to the following principles:

- **Educational value:** Student learning, aspirations and wellbeing are paramount when schools determine their parent payments practices
- **Access, equity and inclusion:** All students have access to the standard curriculum program and participation of all students to the full school program is facilitated
- **Affordability:** Cost to parents is kept to a minimum and is affordable for most families at the school
- **Engagement and Support:** Early identification and engagement strategies by the school ensure parents are well informed of the payment options and supports available for those experiencing hardship

- **Respect and Confidentiality:** Parents and students experiencing hardship are treated with respect, dignity, sensitivity and without judgement and the identity and personal information of all parents and students are kept confidential in respect to parent payments
- **Transparency and Accountability:** School parent payment practices are well communicated, clear and transparent and their impact on student programs and families are reviewed by school councils

The principal will ensure that:

- items students consume or take possession of are accurately costed
- payment requests are broadly itemised within the appropriate category
- parents are advised that they have the option of purchasing equivalent Essential Student Learning Items themselves, in consultation with the school
- information on payment options is available, accessible and easily understood by all parents so that they know what to expect and what supports they can access
- parents are provided with early notice of annual payment requests for school fees (i.e. a minimum of six weeks' notice prior to the end of the previous school year). This enables parents to save and budget accordingly.
- parents are provided with reasonable notice of any other payment requests that arise during the school year-ensuring parents have a clear understanding of the full financial contribution being sought
- the status and details of any financial arrangements are kept confidential and only shared with relevant school personnel
- parents experiencing hardship are not pursued for outstanding school fees from one year to the next
- use of debt collectors to obtain outstanding school funds owed to the school from parents is not permitted
- there will be only one reminder notice to parents for voluntary financial contributions per year
- Invoices/statements for unpaid essential or optional items accepted by parents are not generated more than monthly or according to the parent payment arrangement with the school.

**Support for families:**

Families may experience financial difficulties and may be unable to meet the full or part payments requested. The Kilmore Primary School Principal and School Council can exercise sensitivity to the differing financial circumstances of students and their families when considering parent payment fees. There are a range of options available to support and assist parents, including flexible payment options which can be discussed with the Business Manager and Principal. These can be accessed through [“Cost support for families.”](#)

**Financial Hardship**

Additionally, consideration of hardship arrangements can be extended to families experiencing long term hardship or short term crisis on a confidential, case by case basis.

The Parent Payment Policy will be available for all parents at all times on the school website – policies tab.

<p><b>Ratified by School Council:</b></p> <p>October 2020</p>	<p><b>Review Date:</b></p> <p>November 2021</p>
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# Understanding Parent Payment Categories

## Schools

### What does the legislation say?

The Education and Training Reform Act (2006) provides for free instruction in the standard curriculum program to all students in government schools. The Act also empowers school councils to charge fees to parents for goods and services provided by the school to a child.

In the Act, a 'Parent' includes a guardian and every person who has parental responsibility for a child including parental responsibility under the Commonwealth Family Law Act 1975 and any person with whom a child normally or regularly resides.

### What do schools pay for as part of 'free instruction'?



Free instruction is the teaching staff, administration and the provision of facilities in connection with the instruction of the standard curriculum program, including reasonable adjustments for students with disabilities.

The standard curriculum for Years F-10 means implementation of the Victorian Curriculum F-10.

The standard curriculum for senior secondary schools means a program that enables a student to be awarded a VCE or VCAL qualification.

### What principles govern parent payment practice?

Educational Value | Access, Equity & Inclusion | Affordability  
Engagement & Support | Respect & Confidentiality | Transparency & Accountability

## Parents

### What may parents be asked to pay for?

#### Schools can request payment for Essential Student Learning Items



These are items, activities or services that the school deems **essential** to student learning of the standard curriculum.

Where practical and appropriate, parents may choose to purchase items through the school or provide their own.

These may also be either:

#### Items the student takes temporary or permanent possession of

- e.g.
- textbooks, activity books, exercise books
  - stationery, book bags
  - student ID cards, locks
  - cooking ingredients students will consume
  - materials for final products that students take home (technology projects, build-your-own kits, dioramas)
  - Picture Exchange Communication Systems

#### Activities associated with instruction that all students are expected to attend

i.e. travel, entry fees or accommodation

- e.g.
- excursions
  - incursions
  - school sports
  - work placements

Parents can be asked to pay for items, activities and services in the three Parent Payment Categories:

Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

Schools determine how items, activities and services are classified within these categories based on the learning and teaching program of their school.

#### Schools can request payment for Optional Items

These are items, activities or services that are **optional** and are offered in addition to the standard curriculum.

Students may access these on a user-pays basis.

These may be either:

#### Items the student purchases or hires

- e.g.
- school magazines, class photos
  - functions, formals, graduation dinners
  - materials for extra curricular programs
  - student accident insurance

#### Activities the student purchases

- e.g.
- fees for extra curricular programs or activities, such as instrumental music tuition
  - fees for guest speakers
  - camps, excursions, incursions, sports
  - entry fees for school run performances

#### Items and/or materials that are more expensive than required to meet the standard curriculum

- e.g.
- use of silver in metal work instead of copper
  - supplementary exam revision guides

Support for families experiencing hardship is available at every school and each school has a parent payment contact person. See your school's policy for more information.

For more information on Parent Payments and Personal Devices, visit the DET website at: [www.education.vic.gov.au](http://www.education.vic.gov.au)

Schools can invite **Voluntary Financial Contributions** for



- e.g.
- Building or Library fund (Tax deductible)
  - Voluntary contributions for a specific purpose, such as equipment, materials, services.
  - General voluntary contributions

**Sample Only: Fee and Booklist Form**

**Kilmore Primary School Year 1 2017**

Item	Code	Comment	Qty	Price ea	Subtotal
<b>PART A: STATIONERY PACK</b>					
OFFICE NATIONAL FACIAL TISSUED 2 PLY BOX 100	7009364	Delivered to school in bulk	2		
AUSTRALIAN COPY PAPER WHITE A4 500 SHEETS	7019290	Delivered to school in bulk	1		
TRIPLUS JUMBO LEARNER PENCILS 2B EACH	7013521		10		
STAEDTLER NORIS RED CHECKING PENCIL	7004825		4		
NORIS MAXI LEARNER COLOURED PENCIL ASSTD BOX 107013515			2		
GRAYOLA JUMBO CLASSIC COLORS MARKERS PACK 10	7046807		2		
ERASER LARGE PLASTIC	7005894		2		
WOODEN RULER 30CM	4010237		1		
BOSTIK GLU STIK 35GM	7005772		4		
MARBIG METAL PENCIL SHARPENER 2 HOLE	7003914		1		
FC CONNECTOR WHITEBOARD MARKERS WLT 4	7023991		1		
HIGHLIGHTER 2.5MM ASSORTED PACK 4	7034429		1		
SLIMPICK DOCUMENT WALLET FOOLSCAP GREEN	7003158		1		
SLIMPICK DOCUMENT WALLET FOOLSCAP YELLOW	7012608		1		
OIN PREMIUM NOTES 75X75MM EACH	7007741		2		
ELIZABETH RICHARDS MAGAZINE BOX BLUE	4052819		1		
HOMEREADING JUNIOR LEVEL	4010111		1		
PROTEXT MESH POUCH/PENCIL CASE A4	7032708		1		
LOOSE LEAF REFILL A4 18MM DOTTED THIRDS PK30	7012253		1		
MARBIG ENVIRO INSERT BINDER A4 38MM 4D RING BLUE	7012107		1		
OFF NAT SHEET PROTECTORS A4 BOX 100	7008378		1		
NICEDAY MANILLA DIVIDER A4 10 TAB BRIGHT	7034443		1		
PREMIUM WRITER A4 10MM GRAPH BOOK 48PG	7032653		4		
PLAYING CARDS QUEEN GLIPPER PACK 52 CARDS	7019536		1		
A4 10MM GRAPH PAD 50 SHEETS	4108016		1		
SCRAP BOOK 64PG 100GGM 330X240MM	7032713		2		
PREMIUM A4 48PG EXERCISE BOOK 24MM D/T	7032643		11		
<b>PLEASE CHOOSE LEFT OR RIGHT HANDED SCISSORS</b>					
MICADOR QIZZLE SCISSORS RIGHT HAND 130MM	7005409	RIGHT	1	0.00	<input type="checkbox"/>
MICADOR QIZZLE SCISSORS LEFT HAND 130MM	7002370	LEFT	1	0.00	<input type="checkbox"/>
<b>STATIONERY PACK TOTAL</b>					<b>\$98.40</b>
<b>PART B: OPTIONAL ITEMS</b>					
JUMBO TARTAN 2 ZIP PENCIL CASE 375X264MM	7006333		1	2.40	<input type="checkbox"/>
CITIZEN 8 DIGIT DUAL POWER POCKET CALCULATOR	4100201		1	4.50	<input type="checkbox"/>
CVH48 KIDS LEIGHTWEIGHT STEREO HEADPHONE3	4010948		1	4.50	<input type="checkbox"/>
<b>PART C: ESSENTIAL EDUCATION ITEMS</b>					
Includes Curriculum subscriptions, Visual ARTS resources, Library purchases and maintenance resources, ICT resource upgrades, Curriculum support materials, PE resource upgrades & Student Wellbeing Program resources.					
KILMORE PS ESSENTIAL EDUCATION ITEMS	5001010		1		\$110.00
<b>PART D: VOLUNTARY FINANCIAL CONTRIBUTIONS</b>					
KILMORE PS VOLUNTARY FINANCIAL CONTRIBUTION \$25 5001015			1	25.00	<input type="checkbox"/>
KILMORE PS VOLUNTARY FINANCIAL CONTRIBUTION \$50 5001016			1	50.00	<input type="checkbox"/>
KILMORE PS VOLUNTARY FINANCIAL CONTRIBUTION \$75 5001017			1	75.00	<input type="checkbox"/>
<b>PART E: SCHOOL ENVIRONMENT MAINTENANCE PROGRAM</b>					
Our school receives a very modest annual grant for the maintenance of the school grounds and outdoor area. This money is meant to cover costs of lawn mowing, plumbing repairs, broken glass, general wear and tear repairs on cervioec and equipment, furniture, hot water units, filters etc. It is nowhere near enough and certainly leaves nothing to help the ongoing improvement of outdoor environment or equipment. At Kilmore Primary School we rely heavily on the support of families to help maintain and continually develop the school environment. Working bees are a critical part of this. We appreciate that not everyone is in the position to give up their time on weekends and therefore ask that these families contribute \$25.00 to cover the cost of the materials used at the working bees. With this money and the volunteer help from those who are able to attend working bees our school grounds will remain an enviable learning environment for our children. Working bees will be held each year. Attendance at one, participation in organizing a fundraising activity, regular participation in the Classroom helpers Program or a \$25.00 contribution is requested by all families.					
SCHOOL ENVIRONMENT MAINTENANCE PROGRAM	5001018		1	25.00	<input type="checkbox"/>
Order total is the Totals of Parts A & C plus the amounts you choose to pay from Parts B, D & E				<b>ORDER TOTAL:</b>	