**PARENT PAYMENTS POLICY**

**RATIONALE**
The Education and Training Reform Act 2006 empowers school councils to charge parents for goods and services used in the course of instruction of their children. The School Council requests payment from parents for certain student materials and services charges, and for modest voluntary financial contributions to maintain the quality and variety of programs offered by our school.

**PURPOSE**
To provide high quality learning opportunities for all students, by supplementing limited government funds with approved financial contributions and payments from parents.

**IMPLEMENTATION**
1. School Council supplements Department of Education funds by requesting payments from parents for the following items:
   a) Essential Education Items which parents and guardians are required to endorse or pay the school to provide e.g. stationery, photocopying, printing, art supplies, *Mathletics* registration, science/technology consumables
   b) Optional Extras which are offered on a user pays basis and parents can choose whether or not their child participates, e.g. 1:1 laptop program, school camps etc.
2. In addition, School Council invites parents to make donations by means of Voluntary Financial Contributions which are non-compulsory donations for specific projects, e.g. library fund, building fund.
3. Parents will be made aware of the costs associated with all payments and voluntary contributions six weeks prior to the end of the school year.
4. Parents will be required to notify the school four weeks prior to the end of the school year if they choose to buy the appropriate essential items elsewhere, to enable the school to order its stock for the following year.
5. The payments schedule will include itemised details relating to all payments, an option to purchase goods elsewhere (where appropriate), essential payment dates, clear definitions of the category of any payments (i.e. Essential, Optional or Voluntary) and advice to parents to contact the principal if they require additional information.
6. 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.
7. All costs and processes associated with parent payments and voluntary contributions will be reasonable in relation to DEECD requirements, and will be within the expectations of the school community.
8. As with all parent payments to the school, Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the principal and the school council president.
9. Invoices for unpaid Essential Items and Optional Extras will be mailed monthly, with requests for Voluntary Financial Contributions to occur in February and June (if required) each year.

10. Unpaid Optional Extras payments compromise a student’s ability to be involved in optional activities. Unpaid Voluntary Financial Contributions do not constitute a non-payment and will not result in any detriment by the school to the student or family.

11. The principal will ensure that all staff are aware of this policy and adhere to it.

REVIEW
School Council will review the level and purpose of parent payments and voluntary contributions annually and in doing so will be consistent with any advice or instruction received from the DEECD.