



POLICY

Parent payment charges:

Koonung Secondary College Council will annually review parent payments requested to ensure they comply with Department of Education and Training (DET) guidelines as detailed in the accompanying policy. Charges will be clearly itemised, costed and categorised as Essential Student Learning Items, Optional Items or Voluntary Financial Contributions.

Parent contribution requests will be made in line with the principles of educational value, access, equity and inclusion, affordability, engagement and support, respect and confidentiality, transparency and accountability.

Parent contributions will be requested to assist the College in providing an enhanced teaching and learning program for every student which will be aligned with College priorities.

Payment arrangements and methods:

Parents/carers will be provided with early notification of annual payment requests (a minimum of 6 weeks prior to the end of the previous school year). Reasonable notice will be given for any other payment requests during the year (for example, excursions).

While our preferred method of payment is contactless using CompassPay, other methods of payment are available on request. Parents/carers will be able to make payments in instalments. Parents are able to enter into confidential payment arrangements by contacting the Business Manager, Stace Kerr, on 9890 9662 or Stace.Kerr@education.vic.gov.au.

Family support options:

There are a number of support options available for parents/carers including but not limited to:

- Second hand uniform shop located on College grounds
- Camps, Sports & Excursion Funding (CSEF) available to eligible parents
- State Schools Relief support available for uniforms/footwear/calculators/textbooks (via the College Wellbeing Team)
- Local community supports (the Wellbeing team can provide further information).

Information regarding support options is available from the general office and will be advertised periodically in the College newsletter and on the website.

Consideration of hardship:

The College understands that families may experience financial difficulties or hardship at times and may be unable to meet full or part payments requested. Families experiencing financial hardship are invited to contact the Business Manager to make payment arrangements or alternatively can contact the Wellbeing team for a confidential discussion and information regarding support options.

Communication with families:

The Parent Payment Policy and Implementation will be published on the College website and a hard copy is available at the College's general office. General enquiries regarding parent statements may be made by email to koonung.sc@education.vic.gov.au or by phoning the College on 9890 9662. Concerns about the Policy should be directed, in the first instance, to the Business Manager.

Refunds:

Our College will consider requests for partial or full refunds of payments made by parents on a case by case basis taking into account the individual circumstances. Generally, we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment.

Monitoring and review of the implementation of the policy:

The College Council will conduct an annual review of the implementation of the Parent Payment Policy including addressing any concerns raised by the College community. Any changes to the Policy Implementation will be reported to the College community via notices on the College website and in the College newsletter.

FURTHER INFORMATION AND RESOURCES

<https://www2.education.vic.gov.au/pal/parent-payment/policy>

EVALUATION

This policy will be reviewed annually by College Council to confirm/enhance internal control procedures.

REVIEW CYCLE

This policy was last updated on 13 October 2020 and is scheduled for review in October 2021.