

DET PARENT PAYMENT POLICY AND IMPLEMENTATION

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

Rationale

The Victorian community shares a vision to build 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.

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

Learning and teaching programs vary across schools based on local needs and circumstances and reflect each school's priorities, decisions and resources. This, in turn, informs the parent payment charges approved by school councils that may vary from one school to the next.

What Can Schools Charge For?

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 parents¹ 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.

¹¹ Parent' in the policy has the same meaning as in the *Education and Training Reform Act 2006*, which is: 'parent', in relation to a child, includes a guardian and every person who has parental responsibility for the child including parental responsibility under the *Family Law Act 1975* of the Commonwealth and any person with whom a child normally or regularly resides.

In implementing this policy, schools must adhere to the following principles:

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.

Cost and Support to Parents

When school councils consider the proposed requests for parent payments the cost is kept to a minimum and is affordable to most parents at the school.

School Principals must 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 to 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. Principals and school councils exercise sensitivity to the differing financial circumstances of students and their families when considering parent payment fees. There are a range of support options available to support and assist parents. These can be accessed through:

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Consideration to hardship arrangements in respect to payment requests is provided to families experiencing long term hardship or short term crisis on a confidential, case by case basis. All schools have written hardship arrangements that include a proactive approach to providing support for parents experiencing financial difficulty.

All parents are provided the name and contact details of a nominated parent payment contact person at the school who they can discuss payment arrangements with.

Engaging with Parents

In respect to each school's development of its parent payments, school councils will engage in effective communication with the school community and have strategies in place to ensure they are aware of and understand the needs and views of parents.

Review of Policy Implementation

Schools will monitor the effectiveness and impact of the implementation of this policy at least annually as part of its ongoing improvement and report back to the school community.

BAIRNSDALE SECONDARY COLLEGE PARENT PAYMENT POLICY

Parent Payment Charges

Essential Items Levy

\$280.00 per year

These are items or services that are essential for your child's education i.e. College provided texts, Subject materials and College events. The Department of Education and Training (DET) states that parents/guardians are expected to buy or supply these items. Bairnsdale Secondary College purchases in bulk assuring that discounted prices are paid by families. There are also items that can only be purchased through the College. Bairnsdale Secondary College charges a flat fee across all year levels.

Computer Levy

\$50.00 per year

Bairnsdale Secondary College prides itself in providing computer hardware and software to keep up with the ever changing technology in the Information Technology field.

This levy provides for ongoing in-school infrastructure to support this digital learning environment including (but not limited to) support for the 1:1 program, Compass, internet and data downloads and \$10 printing credit.

Optional Items

Music Program Levy

\$100.00 per year

Bairnsdale Secondary College has an intensive music program where families can choose whether their child participates.

Camps, Excursions and Activities

There are numerous camps, excursions and activities that students are required to attend. In most cases payments will be requested. The cost charged per student reflects the cost incurred for the excursion based on all students attending.

Families will be notified of charges throughout the year regarding camps, excursions and activities.

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Vocational Education & Training Program (VET)

\$80.00—\$160.00 per year

VET is run by external providers and auspiced out to Bairnsdale Secondary College. DET and the College funds the tuition of these subjects. A fee will be charged for materials used by the student. This amount will vary depending on the chosen subject.

Parents will be advised of material charges on distribution of booklists.

College Support Programs (Optional - Per Family)

The College provides enhanced facilities and programs beyond the funding allocated by DET. The College requests that families consider acknowledging their value by contributing to these facilities and programs ensuring they are always provided at an optimum level to our students.

All funds contributed will be allocated to the specific purpose for which they are intended.

Buildings and Grounds Maintenance

\$25.00 per year

At Bairnsdale Secondary College we have College owned buildings where DET do not fund any maintenance. These buildings are used by the community as well as the College; we therefore ask for donations for the upkeep of these buildings.

We will also continue utilising older buildings and although DET fund the maintenance of their buildings and grounds, the funding is not sufficient to cover the ongoing costs in maintaining them and the grounds on the two campuses.

Equipment and Maintenance

\$25.00 per year

It is imperative that Bairnsdale Secondary College stays at the cutting edge of technology provision and maintains this equipment for students and staff. DET does fund a limited amount for equipment, however this is not sufficient for the enhanced teaching and learning programs the College provides.

Sports Program

\$25.00 per year

The College believes that all students should have opportunities to participate in a wide range of team sports against other schools up to regional and state level. To support their participation the College subsidises these teams to enable them to participate in events.

Student Welfare Program

\$25.00 per year

There is an increasing demand for the College to provide a greater range of and more targeted welfare programs to many students. This reflects the importance we place on the benefit of these programs to our community.

Family Support Options

A range of support options are available to families who have difficulty making payments including but not limited to:

- Payment Plans
- Second hand uniforms through the College uniform supplier
- Camps, Sports and Excursions Funding (CSEF)
- State Schools Relief (uniforms/footwear/calculators)
- Local community supports.

Information is available from the College finance department.

Consideration of Hardship

We appreciate that families may sometimes experience financial difficulties or hardship in meeting payment requests at times. Families are invited to contact the College finance staff to make payment arrangements or discuss information regarding support options.

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Payment Arrangements and Methods

Statements will be sent out each term and payments can be made to the College via cash, cheque, Electronic Funds Transfer (can be paid over the phone for credit cards), BPay or by direct deposit (please contact the Finance department).

We have many families who have set up payment plans via BPay, Centrepay or direct deposit. These plans have been very successful as this has enabled a number of students to attend interstate and/or overseas excursions which they would not have been able to without a payment plan arranged by their families.

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 College. Where possible, we will make this clear to parents at the time of payment.

Communication with Families

Further information regarding payment arrangements and support is available to all families by contacting the Finance Department on 5150 4800.

The Parent Payment Policy will be published on the College website and referenced in the Student Handbook and student booklist information.

General enquiries can be made at the Administration office. Any concerns can be directed to a Principal or the Business Manager.

Monitoring and Review

College Council will monitor the implementation of the policy and review any concerns raised during the year from the community.

References

The full DET Parent Payment Policy is available from:

<http://www.education.vic.gov.au/school/principals/spag/management/Pages/parentpayments.aspx>

Answers to the most commonly asked questions about school costs for parents see http://www.education.vic.gov.au/Documents/school/principals/spag/management/PP_FAQforparents.docx

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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
 - camp, 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

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