

## PARENT PAYMENT POLICY

### PURPOSE

We provide high quality learning opportunities for all students, by supplementing limited government funding with approved financial contributions and payments from parents to ensure that parent payment practices are consistent, transparent and ensure that all children have access to the standard curriculum.

### SCOPE

This policy applies to all families at Croydon Hills Primary School.

The Education and Training Reform Act 2006 empowers School Councils to raise funds, charge parents for goods and services used in the course of instruction of their children. As the quality and variety of educational programs offered by our school are enhanced, School Council request payments from parents for certain student materials and service charges, and for some voluntary financial contributions.

The Education and Training Reform Act 2006 provides for the provision of free instruction in the standard curriculum program. Free instruction includes learning and teaching, instructional supports, materials and resources, administration and facilities associated with the provision of the standard curriculum program.

However, funding provided by the Federal and State Governments is insufficient to meet all of the requisite classroom materials.

### POLICY

School Council supplements Department of Education funds by requesting payment from parents for the following items:

- **Essential education items** which parents and guardians are **required** to pay or provide for their child eg stationary, books, digital subscriptions and school uniforms where required.  
The school will purchase essential educational items on parent's behalf or give parents the option of purchasing equivalent materials from other sources. If parents choose to provide equivalent materials, this should be done in consultation with the school, and should meet the specifications provided by the school.
- **Optional extras** which are offered on a user pays basis; and which parents and carers may **choose** whether their child accesses or participates in eg extra curricula programs or activities or school based events such as camps, swimming and incursions/excursions and music tuition
- **Voluntary financial contributions** which parents and guardians may be **invited** to donate to the school eg grounds beautification, additional computers, first aid staff, welfare staff, library books etc

See Appendix 1 – Understanding Parent Payment Categories

- Parents will be made aware of the costs associated with all payments and voluntary contributions by December of the previous year, along with a recommended payments schedule. (Appendix 2)

- The payments schedule relates to all payments as well as options to purchase goods elsewhere (where appropriate), essential dates, options to make instalments, clear definitions of the categories (Essential, Optional or Voluntary), an alignment between dates and the Camps, Sports & Excursion Fund (CSEF) payments, and advice to parents to contact the Principal if they require support or additional information.
- All payments and non---payments will be strictly confidential.
- Invoices for unpaid Essential educational Items, will occur in February and April if required each year. There will be one reminder notice only to parents for voluntary financial contributions.
- Unpaid optional extras may compromise a student's ability to be involved in the activity in question.
- Payment arrangements should coincide with the timing of the CSEF for eligible parents/carers.
- Any portion of CSEF not expended by the end of the year is carried over to the following year.
- Support, if required, to parents experiencing hardship is provided and where appropriate families are approached discretely that may need support or extra assistance.
- Parents are encouraged to contact the Principal team regarding any concerns.

## REFUNDS

Cash refunds will not be issued for non-attendance of camps/excursions/incursions or payment of parent charges.

- In the event of non-attendance due to illness, a credit may be allocated to the student's school account at the principal's discretion, which can be used to off-set other charges assigned to the student's school account.
- Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund is able to be provided.
- Where a "per head" fee is charged, a credit to the school account may be able to be given upon application/request.
- Where there is a combination of a bulk charge and a "per head" charge in an excursion e.g. visit to a zoo. Buses are charged at a bulk cost. Entry fee is per head cost. A full or part credit to school account of the "per head" component may be granted.
- Refunds are not available when the school will be out of pocket
- Where the student transfers to another primary school, the parent may apply in writing to the principal for a partial refund of essential items only which can be used to pay for essential items at the student's new school.

## REVIEW CYCLE

The policy will be reviewed annually as required by Department policy.

School Council will review the levels and purpose of parent payments and voluntary contributions annually and in doing so will be consistent with any advice or instruction from DET. They will also monitor payment processes.


## 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



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

**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.

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

## Appendix 2 – sample letter to families

Dear Parents,

Croydon Hills Primary School has a proud tradition of providing the best possible educational opportunities for your children. The State Government provides a considerable proportion of the school's income, however this is not enough to meet the full provision of the necessary materials and equipment costs of running the school and providing a level of education that is desired and expected by our school community.

The Education and Training Reform Act 2006 provides for the provision of free instruction in the standard curriculum program. Free instruction includes learning and teaching, instructional supports, materials and resources, administration and facilities associated with the provision of the standard curriculum program. However, funding provided by the Federal and State Governments is insufficient to meet all of the requisite classroom materials.

The School Council, Principal and staff at Croydon Hills Primary School have undertaken to enhance the standard curriculum program by:

- Improving the academic excellence of our students through continual professional development of staff to apply the best research and practice in the classroom
- Enriching the student experience through enhanced Music, Art, Science, PE/Sport & Indonesian programs
- Providing additional resources eg, the ICT Lab and additional multi-purpose rooms
- Making available our Student Wellbeing Officers
- A dedicated First Aid Officer 5 days per week
- In 2020 we will be again involving all students in The Resilience Project, a classroom based wellbeing program

To maintain our educational excellence there is a need to collect student charges. These funds provide materials, equipment and programs not funded by the government or our fundraising endeavours. For example: computer resources, literacy resources, reading support, and grounds maintenance and development. The school cannot fully provide these without assistance and support from the parent community.

Your contribution is vital to continue improving the amenities at the school beyond that provided by the government.

It is School Council's responsibility to determine additional local spending priorities and set an appropriate budget in accordance with community expectations. School Council has determined that the Parent Payment for 2020 will total \$294 per child. The student charges are made up of 2 components.

- Essential Educational Items
- Voluntary Financial Contribution

**The required amount for our student charges is the lowest of any school in the area** and is based on all users paying their share.

In 2019 a high percentage of Voluntary Contributions were paid and we are very grateful to those of you who supported the school in this manner. It is your children who benefit in the end. Our target for 2020 is that 100% of the student charges will be paid, enabling us to maintain the highest quality programs and facilities for your children.

Although it is a government expectation that parents will provide their children with textbooks where required, individual school requisites (pens, pencils, exercise books, paper, etc), we provide these supplies through payment of an "Essential Educational Items" charge. This cost for 2020 will be \$204. This cost also includes photocopying (for class worksheets & booklets) and class requisites, which are shared. It will also cover the cost of Oxford On-line, Essential Assessments &

Mathletics - the online maths tutoring program we have been successfully operating for the past few years (all students have 24/7 access throughout the year). Junior students will also have access to Reading Eggs, which is from the same maker of Mathletics.

We also purchase class sets of Maths and Literacy workbooks and other reference books, rather than requiring them to be purchased individually. This method also ensures that your child has the same materials as the rest of the class. Students will also have a workbook from "The Resilience Project" to work through during the year.

## Book Collection

Your child's books and materials will be available for collection on

- Wednesday 18<sup>th</sup> December 2019 or
- Wednesday 29<sup>th</sup> January 2020, between the hours of 8.30---10.00am & 3.00---5.30pm, from the SCIENCE Room near the Performing Arts Centre.

**Books can only be collected upon payment of the Essential Education Items (\$204).**

## Payment

**Payments can be made online through Compass**, or at the office by cash, cheque, EFTPOS or credit card. If paying at the office, please print off the invoice page on Compass and return to school with your payment.

If you are paying cash we would ask you to bring the correct amount to the office rather than send it with students. If you pay through Compass you can print a receipt of your payment which will act as your "book collection voucher" If you pay through the office a **book collection voucher** will be provided which will enable you to quickly collect the books on the distribution day which best suits you.

## CSEF --- Camps, Sports & Excursion Fund

Eligible families (Healthcare card holders) qualify for \$125 per primary student. This money can be used for camps, sports and excursions but cannot be used towards payment for Essential Educational Items.

Our School Council is very conscious of minimising the costs to parents that arise from the education of your children. However, we are proud of the quality programs and facilities we offer and continued improvement of our resources is critical to maintaining these standards. Your support, both financial and in terms of time and ideas, is vital in maintaining our dynamic learning community.

If you have any questions regarding this letter please contact Christian Holdsworth, Carol Wyatt or Dale McInerney.

Yours sincerely,

**Sian Jamison**  
School Council President

**Christian Holdsworth**  
Principal

# Essential Student Learning \$204



MATHSPACE



# Voluntary payment \$90



Dedicated First Aid Officer



Digital Technologies



Groundsmen



Welfare Officers

## Summary – Payment of 2020 Requisites

Item	Specifications		P-6
<b>Essential Student Items and shared Bulk Classroom Items</b>  Can include - Stationery and consumables that the student takes home	Exercise books Pencils Scrap Books Display books General stationary like Rulers, erasers, glue, etc Scissors Pens Textas/Fineliners Art supplies for classroom Paper Tissues	Display Book Loose-leaf paper Notepad	\$60.00
Text books and or activity booklets that the student takes home can include -	<ul style="list-style-type: none"> <li>- Resilience project</li> <li>- Home Reading Diary</li> <li>- Handwriting Books</li> <li>- Personal Dictionary</li> </ul>		\$29.00
Photocopying/printing to support classroom programs and other resources that the student takes home	<ul style="list-style-type: none"> <li>- Indonesian literary resources</li> <li>- English literary resources</li> <li>- Maths resources</li> <li>- IT ( apps and various computer technology)</li> </ul>		\$40.00
Material provided by the school when the student takes the finished article home	<ul style="list-style-type: none"> <li>- Inquiry Learning /IL</li> <li>- Art material</li> <li>- Science/Technology material</li> <li>- Performing Arts</li> </ul>		\$40.00
Computer Subscriptions That school deems essential to student learning can include -	<ul style="list-style-type: none"> <li>- Mathletics</li> <li>- Reading Eggs</li> <li>- Essential Assessments</li> <li>- PAT reading/maths</li> <li>- Mathspace</li> </ul>		\$35.00
<b>Total</b>			<b>\$204.00</b>

**Please note:** Additional school charges will arise during the year such as camps, excursions and special activities which will be charged separately when permission forms are sent home.

## **Voluntary Financial Contributions:**

There are facilities and services provided at Croydon Hills Primary School that are not covered by the essential services levy nor directly funded by the Department of Education. In order to provide high quality Digital Technology, well maintained grounds and facilities and a student wellbeing service, we invite families to make a voluntary contribution of \$90

<b>Item</b>	<b>Suggested amount</b>
<b>Digital Technology</b>	<b>\$ 40</b>
<b>Grounds Projects and Maintenance</b>	<b>\$ 30</b>
<b>Student Well Being Services</b>	<b>\$ 20</b>
<b>Total Voluntary Contribution</b>	<b>\$90</b>

## **Digital Technologies**

To enable our teachers to deliver rich learning experiences using innovative technology and teaching strategies, every classroom at CHPS has an interactive whiteboard or large screen interactive television. We have equipped our classrooms through the school with appropriate Digital Tools from Desktops, iPads, Notebooks and Chromebooks which are appropriate to their age and stage of learning. The level of these classroom digital resources is un-match by any school I know. All students access the Computer Lab with 26 iMacs enabling individual use during those sessions. We also provide a wide range of support devices for specialised purposes and this includes devices students use for

Coding, Cameras, Printers and a 3D Printer. Although our senior students make use of their personal iPad they also use desktops, notebooks, green screens and many other resources to make their learning come alive.

The provision of Digital Devices enables students to create digital stories, access programs that teach our students to become responsible digital citizens, communicate with their peers from across the world and interact with a range of educational applications to complement classroom core curriculum.

## **Buildings and Grounds Voluntary Payment explanation:**

We are very fortunate as a school to have such a large and expansive site which enables our students to experience unmatched active and passive play spaces around our school. We take great pride in the spaces we have but they take significant funds to develop in the first place and then more to maintain. This work is done by a number of contractors who ensure that our grounds are attractive, enjoyable and importantly, safe.

This standard is not achievable with the funds which the Department provide for this purpose. We are finding that although our school was well built 30 years ago there are issues arising which require continued maintenance. We need parents support for the voluntary contribution to ensure that we can keep the wonderful outdoor assets we have up to standard but also to continue the ongoing development of our education environment.





## **Student Wellbeing Services**

The school independently employs trained social workers and a dedicated first aid officer. Their salaries are funded directly from Voluntary Financial Contributions.

The school wellbeing officers (social workers) work in partnership with parents, classroom teachers, the leadership team and other allied health professionals to facilitate wellbeing programs for both individuals and groups of students. Given the needs of the world we live in, one with higher reported rates of depression, anxiety and self-imposed stress than ever before, our wellbeing team provide vital support to our community.

Our school also supports the physical health of our students by ensuring the Sick Bay is supervised by a First Aid Officer. In addition to the sick bay being staffed by our first aid officer, all staff are Level Two First Aid trained. This comes at a significant expense to the school but is a financial priority as it ensures all individual children's needs can be met to the best of the school's ability.

Their collective efforts provide vital support to our community.

Voluntary payments can be made via Compass or in person at the school office