



## Clifton Hill Primary School Parent Payment Policy September 2018

School Council is able to request payments or contributions for education items and services from parents and guardians for students in Victorian government schools in the three categories –

- essential education items
- optional extras and
- voluntary financial contributions.

This policy ensures that:

- costs are kept to a minimum
- payment requests are clearly communicated under three parent payment categories
- items that students consume or take possession of are accurately costed
- no student will be treated differently, denied access or refused instruction to the standard curriculum program
- access to enrolment or advancement to the next year level will not be withheld as a condition of payment for any of the three categories.

Clifton Hill Primary School spends considerable time selecting the most appropriate items and services to meet the needs of our students.

Parents and guardians also have the option of purchasing equivalent materials from other sources. If parents and guardians choose to provide equivalent materials, this should be done in consultation with the school, as items should meet the specifications provided by the school. There may also be certain items that due to their nature may only be provided by the school.

### Parent Payment Categories

**Essential Education Items** are those items or services that are essential to support the course of instruction in the standard curriculum program that parents or guardians are requested to pay the school to provide or may provide themselves, if appropriate.

These items include:

- materials that the student takes possession of, including text books and student stationery
- materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. home economics, photography, catering)
- transport and entrance for camps and excursions which all students are expected to attend.

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**Optional Extras** are those that are provided in addition to the standard curriculum program, and which are offered to all students. These optional extras are provided on a user-pays basis and if parents and guardians choose to access them for students, they will be required to pay for them.

These items include:

- student computer printing for personal use
- extra-curricular programs or activities e.g. instrumental music, dance classes
- school-based performances, productions and events
- school magazines, class photographs.

**Voluntary Financial Contributions** are for those items and services that parents or guardians are invited to make a donation to the school, for example for a library or building trust.

### **Other support options**

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist eligible parents, including the Schoolkids Bonus, State Schools Relief Committee and the Camps, Sports and Excursions Fund.

### **Payment arrangements**

Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions (e.g. a minimum of six weeks notice prior to the end of the previous school year).

Payments may be requested but not required prior to the commencement of the year in which the materials and services are to be used.

Costs will be kept to a minimum. To further assist parents with payments, five payment options have been developed:

- |          |   |
|----------|---|
| Option A | Full amount prior to the end of the current school year |
| Option B | Full amount at the end of Week 1, Term 1                |
| Option C | Payment at the beginning of each Term                   |
| Option D | Half yearly payment (beginning of Terms 1 & 3)          |
| Option E | Other payment arrangements                              |

Alternative payment options are available through the school and parents are encouraged to make an appointment with the Principal, Megan Smith, to discuss circumstances and available options.

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Payment requests to parents will be itemised and the category each item falls under will be clearly identified as an Essential Education Item, Optional Extra or Voluntary Financial contribution.

Receipts will be issued to parents upon making payment.

Reminders for unpaid Essential Education Items or Optional Extras will be generated and distributed on a regular basis to parents, but not more than once a month.

Only the initial invitation for Voluntary Financial Contributions and one reminder notice will be issued per year to parents and guardians.

All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

### **Communication with families**

A copy of the Parent Payment Policy is available on the school website or at the office upon request. In addition to this families are able to access information through the newsletter and the individual letter that is distributed at the beginning of the year. If there are concerns about the Parent Payment Policy contact the school or the School Council President (contact details on school website).

### **Monitoring and review of the implementation of the policy**

Clifton Hill Primary School will monitor the effectiveness and impact of the implementation of this policy at least annually via the School Council and invite parent feedback via the newsletter.

**Ratified by School Council: 19<sup>th</sup> September 2018**

**Review Date: October 2019**

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