PARENT PAYMENTS AND VOLUNTARY CONTRIBUTIONS POLICY

PURPOSE:

This policy will cover payments for Essential Education Items, Optional Extras and Voluntary Financial Contributions and the parameters, terms and conditions within which these requests may be made.

AIM:

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

IMPLEMENTATION:

1. This policy is based on the DET Parent Payments in Victorian Government Schools Policy (August 2008)
2. School Council and the Finance Committee will ensure that the school complies with the DET policy.
3. The school is to provide parents with early notice of the Dorset Primary School’s policy “Parent Payments and Voluntary Contributions Policy” and requests for payment of Essential Education Items, Optional Extras and Voluntary Financial Contributions, ie a minimum of 6 weeks notice. Payment may be requested prior to the commencement of the year in which the materials and services are to be used.
4. The school will not withhold access to enrolment or advancement to the next year level as a condition of payment.
5. The school will ensure that the status and details of any payments or non-payments by parents/guardians are confidential.
6. The school may issue only one request for voluntary financial contributions and one reminder notice.
7. **Essential Education Items** –
   a. Essential items include materials that the individual student takes possession of, including text books, student stationery, work samples, art supplies and products/food items related to SAKG
   b. In consultation with the school, parents and guardians will be given the option of purchasing equivalent materials from other sources
   c. Upon payment of the book levies and SAKG fees essential items will be distributed.

8. **Optional Extras** –
   a. Optional extras include instructional support material, resources and administration beyond the provision of the standard curriculum program, religious education materials, camps and excursions, school-based performances, productions and events.
9. **Voluntary Financial Contributions** –
   a. Schools may invite parents and guardians to make a donation in the form of a voluntary financial contribution to the school. These may include:
      i. contributions to a building or library trust fund;
      ii. contributions for a specific purpose identified by the school;
      iii. general voluntary financial contributions or donations to the school.

10. Parents who have difficulty paying for essential items are to be directed to a range of support options, including:
    a. A payment plan may be discussed and arranged with the Principal
    b. Schools Relief Committee for uniform requirements

11. **Payment Arrangements and Non-Payment** -
    a. Students will not be treated differently, denied access to the standard curriculum program, or refused instruction on the basis of payments not being made for education items, services or voluntary financial contributions;
    b. all students will have access to the standard curriculum program;
    c. parents and guardians will be provided with an alternative option for their children if they choose not to participate in an excursion or camp;
    d. invoices for unpaid essential education items accepted by parents are generated may be distributed on a regular basis, but not more than once a month;
    e. only the initial invitation for voluntary financial contributions and optional items can have one reminder notice sent to all parents and guardians;
    f. under no circumstances will collectors of any type including debt collectors, be used by the school to obtain any funds from parents and guardians.
    g. The Principal will ensure any records of payment or contribution by parents and guardians is kept confidential.
    h. The public identification of students or their parents and guardians who have or have not made a payment or financial contribution is deemed unacceptable and will not occur in any circumstances.

Review date... this policy to be reviewed annually Reviewed February 2015