



Parent Payments and Voluntary Contributions Policy

PURPOSE:

- To offer all students the opportunity to participate in the school curriculum including incursions, excursions, sports programs, camps and other activities.

GUIDELINES:

- The Department of Education and Early Childhood Development *Parent Payments in Victorian Government Schools* policy provides advice on the different types of payments that schools can request from parents and outlines the procedures and protocols schools must adhere to. This policy is available from the Department's School Policy and Advisory Guide (www.education.vic.gov.au/spag).
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IMPLEMENTATION:

Voluntary Contributions:

- School Council seeks to supplement Department of Education and Early Childhood Development funds by seeking voluntary financial contributions from parents and guardians.
- Voluntary contributions are not compulsory, and students whose parents have not paid voluntary contributions will not be treated differently from those who have.
- School Council will make clear distinctions between voluntary contributions and those materials and services (eg excursions & camps) which parents are required to pay, so that parents are not confused regarding the voluntary nature of the contributions.
- The public identification of students or their parents where voluntary contributions have or have not been paid will not occur.
- School Council requests for voluntary contributions will be kept to a reasonable level and within expectations of the school community.
- School Council will provide all parents with information detailing the purposes for which voluntary contributions are being collected.
- As with all parent payments to the school, School Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the Principal when making voluntary financial contributions.
- Unpaid voluntary financial contributions do not constitute outstanding debts.
- Unless agreed by parents, the school's proportion of each eligible parent's Education Maintenance Allowance will not be used for the payment of voluntary contributions.

Educational Activities: (Camps & Excursions)

- A minimum of **six** weeks' notice will be given (where practicable) to allow parents and guardians sufficient planning time.
- Payment arrangements will coincide with the timing of the availability of Education Maintenance Allowance EMA
See: http://www.education.vic.gov.au/Documents/about/department/vlc_emaufact.pdf
- Access to enrolment or advancement to the next year level will not be withheld as a condition of payment .
- The status and details of any payments or non-payments by parents and guardians are confidential.

- Payment may be requested, but not required prior to the commencement of the year in which the services are to be used.
- Parents will be issued with a detailed list and anticipated date of planned activities early in the year to assist with planning.
- Unexpected, additional activities, may give cause to waive the prior notice time-line.
- Invoices for unpaid excursions & camps shall be distributed at least once per term.
- The school shall reserve the right to refuse participation by students in activities should frequent non-payments occur for camps & excursions, unless previous arrangements are made with the Principal.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle. School Council will review the level and purpose of voluntary contributions annually.
- A copy of the school-level policy is available upon request.

This policy was last ratified by School Council in July 2014.