



PARENT PAYMENT POLICY

Rationale:

Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10.

Schools may invite parents to make a financial contribution to support the school.

School councils can request payments or contributions for education items and services from parents and guardians for students in Victorian government schools in the three categories –

1. **Curriculum contributions**-Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.
2. **Other Contributions**- Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives
3. **Extra-Curricular Items and Activities**- Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).

Implementation:

1. Our school has put in place a financial hardship arrangement to support families who cannot pay for items or activities so that their child doesn't miss out.
2. The school has staff available for parents to have a confidential discussion with regarding financial hardship arrangements.
3. Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras, and voluntary financial contributions (a minimum of four weeks' notice prior to the end of the previous school year).
4. Payments will be kept to a minimum with payment requests and letters fair and reasonable.
5. Alternative payment options will be available through the school with parents encouraged to make an appointment with the school to discuss circumstances and available options.
6. Payments will be requested but not required prior to the commencement of the year in which the materials and services are to be used.
7. Payment requests or letters to parents will be itemised
8. Receipts will be issued to parents within one working day upon making payment upon request.

9. Reminders for unpaid essential education items will be generated and distributed on a regular basis to parents, but not more than once a month.
10. All records of payments or contributions and any outstanding payments by parents and guardians will be kept confidential.

Related policies

- [Digital Learning in Schools](#)
- [Finance Manual — Financial Management for Schools](#)
- [Financial Help for Families](#)
- [International Student Program](#)
- [Outside School Hours Care — Decision Making Regarding the Provision of OSHC](#)
- [School Council — Powers and Functions](#)
- [Student Dress Code](#)
- [Students with Disability](#)
- [Vocational Education and Training \(VET\) Delivered to Secondary Students](#)

Relevant legislation

- [Charter of Human Rights and Responsibilities Act 2006 \(Vic\)](#)
- [Education Training and Reform Act 2006 \(Vic\)](#)
- [Requesting parent payments for digital devices \(DOCX\)](#)
- [Implementation Guidance – Transacting Under the Parent Payments Policy \(DOCX\)](#)
- [Requesting parent payments for camps and excursions \(DOCX\)](#)
- [Parent Payments Policy – School Communication to Parents \(DOCX\)](#)

Evaluation:

This policy will be reviewed annually.

Resources:

<https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesList.aspx>

- [Parent Payments Policy – One Page Overview](#)
- [Parent Payment Arrangements Template \(Primary\)](#)

- <http://www.education.vic.gov.au/school/parents/financial/pages/parentpayments.aspx>

- Information on financial assistance options for parents
(<http://www.education.vic.gov.au/school/parents/financial/Pages/default.aspx>)

- Financial management
(<http://www.education.vic.gov.au/school/principals/finance/pages/default.aspx>)

- Guidelines for parent/guardian complaints processes
(<http://www.education.vic.gov.au/school/principals/finance/pages/default.aspx>)