



## Broadmeadows Valley Primary School

# Parent Payment Policy

School councils are 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 education items and voluntary financial contributions.

This policy ensures that:

- costs are kept to a minimum
- payment requests are clearly itemised under the 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 for not making a payment or voluntary contribution
- 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.

Broadmeadows Valley 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)
- school uniform

**Optional education items** (or non-essential materials and services) 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:

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- extra-curricular programs or activities e.g. instrument lessons
- school-based performances, productions and events

Broadmeadows Valley Primary School invites **voluntary financial contributions** to our Maintenance and Minor Works Grounds and beautification funds.

A voluntary financial contribution to Maintenance and Minor Works is not tax deductible.

## **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 access to State Schools Relief Committee support via the Student Wellbeing Co-ordinator which can assist with clothing/uniforms.

### **Camps, Sports and Excursions Fund (CSEF)**

Schools are required to use the Camps, Sports and Excursions Fund (CSEF) payment for expenses relating to Camps, Sport and/or Excursions for the benefit of the eligible student.

Some common examples of school-organised programs for which the CSEF payment may be used include:

- School camps/trips
- Swimming and other school-organised sporting programs.
- Outdoor education programs.
- Excursions/incursions

The CSEF payment cannot be used towards voluntary school charges, nor towards books, stationery, school uniforms, before/after school care, music lessons or other optional items.

Parents and guardians, who hold a valid means-tested concession card or are a temporary foster parent, may be eligible for CSEF. This allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child/ren.

The total CSEF amount per student will be allocated in consultation with parents/carers.

## **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).

Costs will be kept to a minimum with payment requests/letters fair and reasonable. To further assist parents with payments, four payment options have been developed:

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|----------|--|
| Option A | Full amount at the beginning of Term 1         |
| Option B | Payment at the beginning of each Term          |
| Option C | Half yearly payment (beginning of Terms 1 & 3) |
| Option D | Other payment arrangements                     |

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

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

Payment requests to parents will be itemised and the category each item falls under will be clearly identified as an essential education item, optional education item 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.

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

## Evaluation

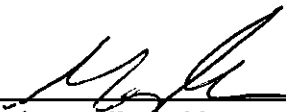
This policy will be reviewed and endorsed by Broadmeadows Valley Primary School Council **every year** or more often if necessary due to changes in regulations or circumstances.

<b>Date Implemented</b>	October 2018
<b>Author</b>	Carmela Bianco
<b>Approved By</b>	Broadmeadows Valley Primary School Council
<b>Approval Authority (Signature &amp; Date)</b>	<i>C. Bianco</i> 24.10.2018
<b>Date Reviewed</b>	November 2019
<b>Responsible for Review</b>	Carmela Bianco Principal

This policy was adopted at the School Council meeting held at Broadmeadows Valley Primary School on

23/10/2018

23/10/2018  
Ratified on (Date)

  
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School Council President – Marcelle Jackson