

Mildura Primary School

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Mildura 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 extras and voluntary financial contributions.

This policy ensures that:

- costs are kept to a minimum
- payment requests are clearly itemised under the 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 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.

Mildura 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.

No student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or voluntary contribution.

This policy will be readily available to our school community and will be displayed on our website.

Please contact the school if you wish to discuss this policy further.

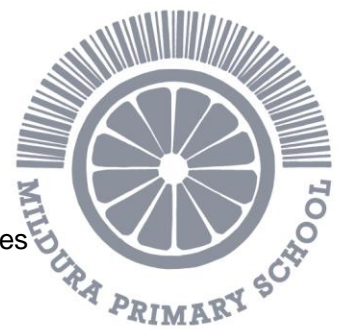
Parent Payment Categories

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)
- school uniform
- transport and entrance for camps and excursions which all students are expected to attend.

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 grounds maintenance, a library or building trust.

Support for Families

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 (CSEF). Or parents can make an appointment to speak to the Principal David Midgley to discuss other arrangements.

Camps, sports and Excursions Fund (CSEF)

A parent or guardian of a child under 16 years of age who holds an eligible Centrelink benefit and a Health Care card or pension card, or Foster parent may be entitled to the Camps, Sports and Excursions Fund (CSEF). CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. The annual CSEF amount is \$125 for Primary School students. Any portion of the CSEF not expended by the end of the year will be carried over into the next year.

CSEF funds will be used to assist students to be able to attend camps or excursions. For students in grade 3 to 6 CSEF funds will be allocated once parents have given permission for the student to attend the camp.

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 extra or voluntary financial contribution.

EFTPOS receipts will be issued to parents immediately upon making payment. Official school CASES21 receipts will be forwarded home within 48 hours.

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.



Refunds for non-attendance of camps, excursions and in school activities

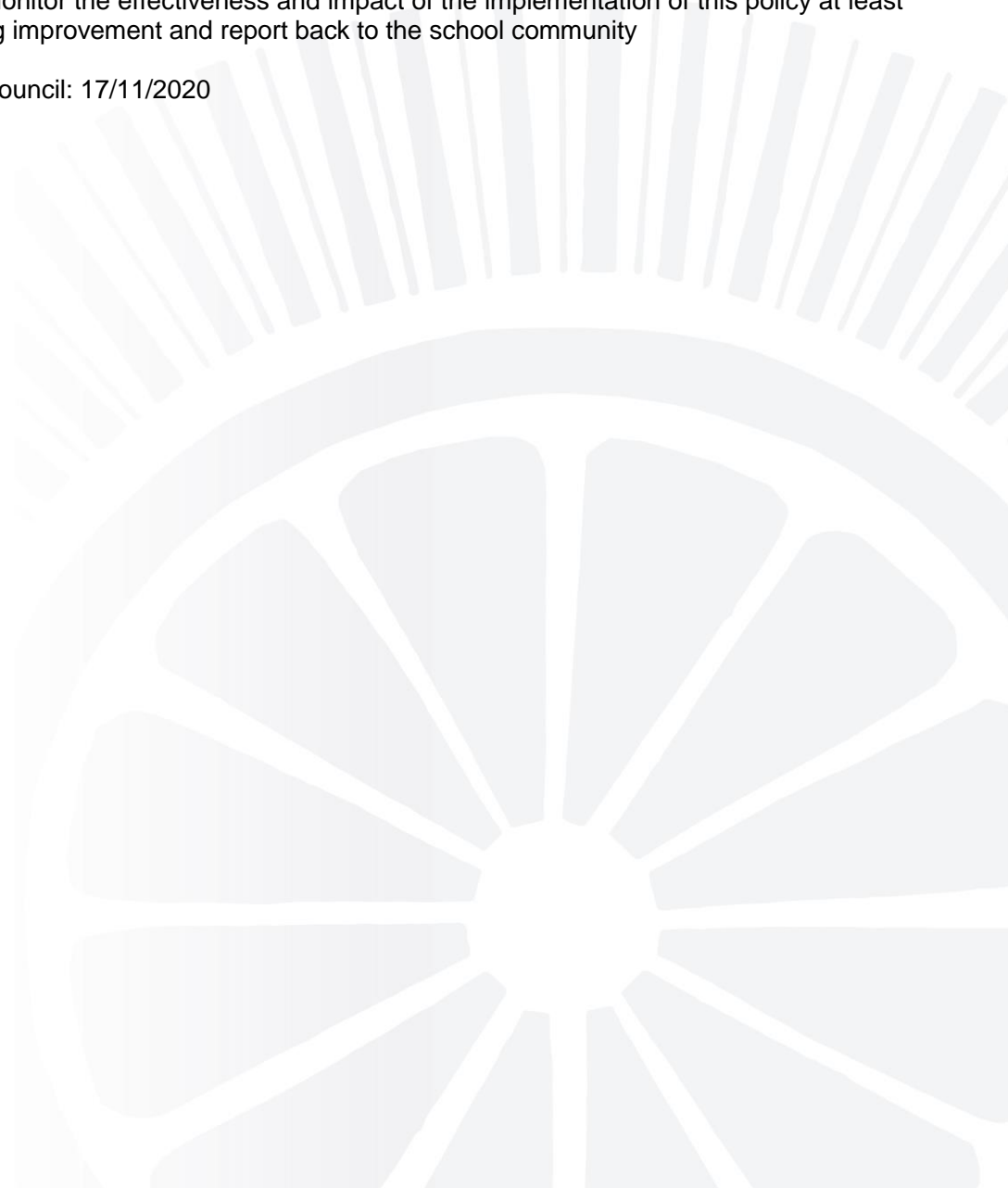
Mildura Primary School will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment.

Requests for refunds must be submitted to the office as soon as possible following the activity. If approved, a refund form must be completed and a credit note will be issued to be offset against future charges. Refunds will only be issued if there is no opportunity for future charges or the amount is greater than \$10. Any refund request outside the school year of the activity will not be considered. Every request will be at the discretion of the principal

Review of policy implementation

Mildura Primary School will monitor the effectiveness and impact of the implementation of this policy at least annually as part of its ongoing improvement and report back to the school community

Date of approval by School Council: 17/11/2020



PARENT PAYMENT POLICY

EXAMPLES OF COMMON ITEMS OF PARENT PAYMENT CATEGORIES – PRIMARY

This list provides some examples of common items in a primary school setting for each of the 3 parent payment categories. It is not intended to be exhaustive or definitive and does not take into consideration a school's context or how a school delivers the standard curriculum.

Essential Student Learning Items

Includes items that students take permanent possession of, materials for final products that students take home and curriculum related activities that students participate in such as:

- Stationery pack/book pack (stationery and materials must be itemised so parents can see what is included)
- Online subscriptions to learning activities (if content is essential for student learning in the curriculum) – e.g. Mathletics, Reading Eggs
- Consumable materials which students use to make something and then take possession of or consume (materials must be clearly specified, where practical):
 - E.g. materials for art/craft that students take home (such as glitter, coloured paper, cardboard, paint and craft materials)
 - E.g. cooking ingredients that students will consume (such as eggs, sprinkles, chocolate)
- Curriculum excursions (directly related to curriculum outcomes) – e.g. going to see a play related to the story being read in class, Art Gallery for Art
- Student ID card

See Page 2 for what Essential Student Learning Items do not include.

Where payment is not made for an essential student learning item or activity and the child does not provide their own, the school must make alternative arrangements e.g. make the item available through the school or provide alternative financial support options.

Optional Items

Includes items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum such as:

- Electives and additional academic programs:
 - Instrumental music lessons
 - Elective extension classes, e.g. advanced STEM classes
- School photos
- Magazine/newspaper subscriptions
- School events and functions such as graduations, formals, socials
- Extra-curricular activities
- Optional camps & excursions that are not related to the curriculum

Voluntary Contributions

Includes items for general or clearly explained specific purposes that relate to the school council's functions and objectives such as:

- General voluntary contributions towards classroom materials, class sets and school equipment – e.g. class sets of scissors or textbooks; science equipment and materials for experiments; sports equipment
- School sports events that all students are expected to attend but are offered in addition to the standard curriculum
- Building or Library fund (tax deductible if registered for tax deduction with the ATO)
- Voluntary contributions for any other specific purpose

Schools can communicate to parents that these voluntary contributions will support the school to continue to offer high quality academic programs and run specific school events.



Essential Student Learning Items do not include

School operating costs	Generic subject levies or fees	Non-curriculum related costs
<ul style="list-style-type: none"> • Salary costs of Department employees • Professional development for teachers • Utilities – e.g. electricity and internet • School equipment – e.g. sports equipment, science lab equipment, materials that teachers use for student learning such as white board markers • Required classroom materials – e.g. class sets, photocopying and printing of worksheets, booklets and exams • Merchant fees associated with electronic payment transactions – e.g. Eftpos fees • Administrative costs – e.g. sending text messages or letters to parents • Administration software (including those provided by third parties – e.g. Compass) • Insurance and equipment maintenance 	<ul style="list-style-type: none"> • English Levy/Fee/Materials • Art levy • Literacy and Numeracy Resources <p><i>To be included, items should be clearly outlined so parents understand what they are being asked to pay for – e.g. food ingredients for Home Economics class.</i></p>	<ul style="list-style-type: none"> • See Optional Items
<p><i>Schools can ask parents to make voluntary contributions towards the cost of schooling including for these items. Schools must ensure these are included under the Voluntary Contributions category so it is clear to parents that they are not compulsory.</i></p>		