

BEPS PARENT PAYMENT AND IMPLEMENTATION POLICY

Purpose

The purpose of this policy is to outline the position of Brunswick East Primary School in relation to parent payments and to ensure that parent payment practices are consistent, transparent and ensure that all children at Brunswick East Primary School have access to the standard curriculum.

Rationale

The Education and Training Reform Act (2006) provides for free instruction in the standard curriculum program to all students in government schools. The Act also empowers school councils to charge fees to parents for goods and services provided by the school to a child.

The Brunswick East Primary School community shares a vision to build a primary school educational experience which champions excellence and ensures that every child has access to educational opportunities to succeed in life, regardless of their background or circumstances.

Aims

The school council makes decisions which ensure that all students can access a broad range of learning opportunities that support and promote their learning experience. Parent contribution, in all forms, assists the school to provide an enriched learning and teaching program for every student.

What Charges Can Parents Be Asked To Pay

Victorian Government policy allows the Brunswick East Primary School to request payments from parents on three levels, to cover costs associated with:

Essential Education Items. We purchase essential education items which may include cost/services associated with class materials, photocopying, laminating, IT internet access, ingredients for cooking, replacement of broken materials and other items essential to the timely progression of student learning.

Optional Items. The school is also able to charge parents for activities or services that are offered in addition to instruction in the standard curriculum program e.g. excursions, camps, swimming.

Voluntary Financial Contributions. As a school we also have the capacity to request donations from parents to the school's Library and Building Fund. These contributions are for the purchase of books and maintaining the library, and for building new or maintaining current buildings. Parents are informed that these donations are entirely voluntary.

Implementation:

When school council consider the proposed requests for parent payments, the cost is kept to a minimum and is affordable to most parents at the school.

The School ensures that:

- student charges are accurately costed (e.g. excursions/camps)
- payment requests are broadly itemised within the appropriate category
- information on payment options is available, parents can pay by Qkr, BPay, Eftpos, Credit Card or cash.
- parents are provided with early notice of annual payment requests for school fees (i.e. a minimum of five weeks' notice prior to the end of the previous school year). This enables parents to save and budget accordingly.
- parents are provided with reasonable notice of any other payment requests that arise during the school year- ensuring parents have a clear understanding of the full financial contribution being sought
- the status and details of any financial arrangements are kept confidential and only shared with relevant school personnel

Communication with families:

- The BEPS Parent Payment and Implementation Policy will be published on the School website. It will also be distributed to families each year along with the annual payment request.
- The School will notify parents of outstanding charges by posting a Statement of Account to the person nominated to receive correspondence for a particular student. In line with government policy this statement will only be mailed twice per year, the initial mailing out will be after all parent payments from the beginning of the school year have been credited to individual students and again in Term 3. While every effort will be made to convey the essential nature of parent contributions to the school community, BEPS will provide support to parents experiencing hardship, including provision for payment arrangements.
- All school excursions/camps are optional and must be paid for by families. Parents in receipt of Camps, Sports and Excursions Funding (CSEF) may use these funds to pay for their child's camp costs.

Resources:

The Victorian State Government, Department of Education and Training Reform Act (2006)

Evaluation:

- Procedures should be reviewed annually to confirm/enhance internal control.
- Revision of all school fees should be undertaken by the Finance Committee.

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| Drafted by | Maria Booth | | Version Final |
| Principal signature | | Approved by School Council on October 2016 | Scheduled review date October 2017 |