# Parent Payment Policy - DRAFT

Adopted by School Council: 28th June 2018

Next review: June 2020

**Purpose**

The purpose of this policy is to set out how the school will manage parent payments in accordance with applicable Department of Education and Training policy and law.

**Scope**

This policy applies to all parents who have children at Tarnagulla Primary School.

**Policy**

**Parent Payment Charges**

The school council approves the student fees for the following year at its November meeting. These fees apply in lieu of a student booklist. This charge is in the *Essential Student Learning Items* category.

For 2018, the per-student fee was determined to be $120.

The full costings are tabled at council and available from the general office, however, the main items that students receive include:

* Stationery (pens/pencils, coloured pencils, erasers, sharpeners, highlighters, pencil case, ruler, scissors, calculator (4-6) etc.)
* Text books (For example: Maths text book and English text book)
* Exercise books for each subject
* Art materials for items taken home
* Subscriptions (MARC Van, Mathletics, Sound Waves, Typing Tournament etc.)

**Payment arrangements and methods**

The student fee can be paid by cheque or cash (no EFTPOS available at this time) at the main office and may be paid in a lump sum at the beginning of the year or in four equal instalments – one per school term.

**Family support options**

The school has new uniform items available from the general office and a limited number of second-hand items are also available. (The school is pleased to receive donations of uniform items that are no longer required to contribute to the second-hand store.)

Eligible families are able to receive the government’s *Camps, Sport and Excursion Fund* to assist with these particular expenses as they occur during each year.

Families who are experiencing difficulties are able to access *State Schools* Relief who are able to provide uniform items. (Eligibility criteria includes but is not limited to situations like: health issues resulting in serious financial difficulties; unemployment; house fires; bereavement; family violence; illness; independent living/homelessness; natural disasters; serious financial difficulty.)

**Consideration of hardship**

The school wants to see its students in uniform, at school each day with the books and things they need to learn and attending all camps and excursions. If there is any reason that is preventing a student’s full engagement, families are encouraged to contact the principal for a confidential meeting where every effort will be made to assist or meet these needs. In certain circumstances, the principal may act proactively and approach families who may need support.

When any payment is requested of parents, the communication will remind parents of the options available for support.

**Communication with families**

This policy will be posted on the school’s website and available for the public to view. If parents wish to raise any issues or make general inquiries about charges, please contact the principal.

**Further information and resources**

* Understanding Parent Payment Categories (Appendix)
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**Review cycle and evaluation**

This policy was last approved by school council on 28th June 2018 and is scheduled for review in June 2019.