



## Parent/Carer Payments 2021

### Purpose

To ensure that parent payment practices are consistent, transparent and ensure that all children have access to the standard curriculum.

### Rationale

The Victorian community shares a vision to build an education system that champions excellence and ensures that every child and young person has access to the opportunities to succeed in life, regardless of their background or circumstances.

Schools are best placed to make local decisions which ensure that all students can access a broad range of learning opportunities that support their expectations and promote their aspirations as they move through the education system. Parent contribution, in all forms, assists schools to provide an enriched learning and teaching program for every student and is highly valued by school communities.

Learning and teaching programs vary across schools based on local needs and circumstances and reflect each school's priorities, decisions and resources. This, in turn, informs the parent payment charges approved by school councils that may vary from one school to the next.

### What can schools charge for?

The Education and Training Reform Act 2006 provides for instruction in the standard curriculum program to be free to all students in government schools. School councils are responsible for developing and approving school-level parent payment charges and can request payments from parents<sup>1</sup> under three categories only- Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

**Essential Student Learning Items** are those items, activities or services that are essential to support student learning of the standard curriculum. These are items that the school considers essential for all students and which students take possession of. Parents may choose to provide the items themselves or buy the items from the school where practical and 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. cooking and visual arts program ); and

**Optional Items** are those items, activities or services that are offered in addition to or support instruction in the standard curriculum program. These are provided on a user-pays basis so that if parents choose to access them for students, they are required to pay for them.

These items include:

- student computer printing for personal use, internet access for recreational or non-school use;
  - extra-curricular programs or activities e.g. instrumental music, dance classes, swimming;
  - school-based performances, productions and events; and
- school magazines, newsletters, class photographs

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<sup>1</sup> Parent' in the policy has the same meaning as in the *Education and Training Reform Act 2006*, which is: 'parent', in relation to a child, includes a guardian and every person who has parental responsibility for the child including parental responsibility under the *Family Law Act 1975* of the Commonwealth and any person with whom a child normally or regularly resides.

## **Voluntary Financial Contributions**

Parents can be invited to make a donation to the school for a general or specific purpose, e.g. school grounds projects, library fund or for new equipment. Only some Voluntary Financial Contributions are tax-deductible.

The attached diagram "Understanding Parent Payment Categories" provides examples of items and materials under each category.

In implementing this policy, schools must adhere to the following principles:

### **Principles**

- **Educational value:** Student learning, aspirations and wellbeing are paramount when schools determine their parent payments practices
- **Access, equity and inclusion:** All students have access to the standard curriculum program and participation of all students to the full school program is facilitated
- **Affordability:** Cost to parents is kept to a minimum and is affordable for most families at the school
- **Engagement and Support:** Early identification and engagement strategies by the school ensure parents are well informed of the payment options and supports available for those experiencing hardship
- **Respect and Confidentiality:** Parents and students experiencing hardship are treated with respect, dignity, sensitivity and without judgement and the identity and personal information of all parents and students are kept confidential in respect to parent payments
- **Transparency and Accountability:** School parent payment practices are well communicated, clear and transparent and their impact on student programs and families are reviewed by school councils

### **Cost and support to parents**

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

School principals must ensure that:

- items students consume or take possession of are accurately costed
- payment requests are broadly itemised within the appropriate category
- parents are advised that they have the option of purchasing equivalent Essential Student Learning Items themselves, in consultation with the school
- information on payment options is available, accessible and easily understood to all parents so that they know what to expect and what supports they can access
- parents are provided with early notice of annual payment requests for school fees (i.e. a minimum of six 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
- parents experiencing hardship are not pursued for outstanding school fees from one year to the next
- use of debt collectors to obtain outstanding school funds owed to the school from parents is not permitted
- there will be only one reminder notice to parents for voluntary financial contributions per year
- Invoices/statements for unpaid essential or optional items accepted by parents are not generated more than monthly or according to the parent payment arrangement with the school.

### **Support for families**

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. \$125 per year is paid for eligible primary school students, with \$225 per year paid for eligible secondary school students. Payments are made directly to the school and are tied to the 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

JSA will communicate with eligible parents/guardians to advise how the school intends to allocate the CSEF payment for the benefit of the eligible student.

The CSEF payment cannot be used towards voluntary school charges, nor towards books, stationery, school uniforms, before/after school care, music lessons, graduations, etc.

Families may experience financial difficulties and may be unable to meet the full or part payments requested. Principals and school councils exercise sensitivity to the differing financial circumstances of students and their families when considering parent payment fees. There are a range of support options available to support and assist parents. These can be accessed through the following link <https://www.education.vic.gov.au/school/parents/financial/Pages/families.aspx> Consideration to hardship arrangements in respect to payment requests is provided to families experiencing long term hardship or short term crisis on a confidential, case by case basis. All schools have written hardship arrangements that include a proactive approach to providing support for parents experiencing financial difficulty.

### **Engaging with parents**

In respect to each school's development of its parent payments, school councils will engage in effective communication with the school community and have strategies in place to ensure they are aware of and understand the needs and views of parents.

Parents/carers will be provided with early notice of payment requests for essential student learning items, additional extras and voluntary financial contributions (a minimum of six weeks notice prior to the end of the previous school year).

Payment requests will be kept to a minimum. Payment requests and letters will be fair and reasonable. To further assist parents with payments, several payment options are available (refer to page 6):

- Full amount of \$275.00
- Half yearly payment of \$137.50
- Five equal payments of \$55.00

Alternative payment options are available through the school (see page 6). Parents/carers are encouraged to make an appointment with the school to discuss their individual circumstances and available options.

### **Review of policy implementation**

Schools 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.

The full Parent Payment Policy is available from the Department's [School Policy and Advisory Guide](#).

Answers to the most commonly asked questions about school costs for parents see: [Frequently Asked Questions – For Parents](#)

### **References:**

School Policy and Advisory Guide

<http://www.education.vic.gov.au/school/principals/spag/management/Pages/parentpayments.aspx>

<https://www.education.vic.gov.au/school/teachers/management/finance/Pages/csefschools.aspx>

<https://www.education.vic.gov.au/school/teachers/management/community/Pages/interpreting.aspx>

<http://www.education.vic.gov.au/about/programs/health/Pages/csef.aspx>

**Review:** this policy is reviewed annually in Term 3 each year.

<b>Ratified By JSA School Council:</b>	6 <sup>th</sup> August 2020
<b>Review Date:</b>	Term 3, 2021

## Parent/carer payments - processes, protocols and implementation

### Parent/carer payments 2021

The total cost for essential student learning items per term will be \$68.75 (\$275 per year).

An estimate of the breakdown of the cost of these items are:

### Essential Student Learning Items

Parents/carers will be invoiced **\$68.75** per child per term for items which *may* include:

**Bike Education** – helmets, repairs, new bikes

**eLearning** - iPads, computers, educational software & license

**Curriculum** – English, Maths, Personal Learning, Interpersonal Learning, The Arts, PE & Science, including consumables (stationery, laminating, sensory materials, reinforcers, schedules, PECs folders, visuals, personalised readers communication temptations, therapeutic resource, Remote Learning expenses, postage, etc )

**Healthy Living Program** – breakfast, toast/sandwich making, afternoon tea, tasting different foods, making simple meals, equipment

**Communication** – Student Diary & JSA Year Book

### Discount on Essential Student Learning Items:

Parents/carers who make the full annual payment before the end of Term 1, will receive a 10% discount off the fees.

	2021 School Fee	Discount	Total Payable
<b>Full-time Student</b>	\$ 275.00	\$ 27.50	\$ 247.50
<b>Part-time (4 Days)</b>	\$ 220.00	\$ 22.00	\$ 198.00
<b>Part-time (3 Days)</b>	\$ 165.00	\$ 16.50	\$ 148.50
<b>Part-time (2 Days)</b>	\$ 110.00	\$ 11.00	\$ 99.00
<b>Part-time (1 Day)</b>	\$ 55.00	\$ 5.50	\$ 49.50

### Additional Education Items

Parents/Carers will be invoiced for the various additional programs and items which are based on the user pays basis.

These will include the following:

**Swimming Program**

**Excursions/Incursions** – including cost of activity, entrance fees and transportation

**Life Education Van**

**TAFE**

**Travel Education**

### Voluntary Financial Contributions

We invite Parents/Carers to contribute towards the Playground Levy which is Tax Deductable.

# Understanding Parent Payment Categories

## Schools

### What does the legislation say?

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.

In the Act, a 'Parent' includes a guardian and every person who has parental responsibility for a child including parental responsibility under the Commonwealth Family Law Act 1975 and any person with whom a child normally or regularly resides.

### What do schools pay for as part of 'free instruction'?



Free instruction is the teaching staff, administration and the provision of facilities in connection with the instruction of the standard curriculum program, including reasonable adjustments for students with disabilities.

The standard curriculum for Years F-10 means implementation of the Victorian Curriculum F-10.

The standard curriculum for senior secondary schools means a program that enables a student to be awarded a VCE or VCAL qualification.

### What principles govern parent payment practice?

Educational Value | Access, Equity & Inclusion | Affordability

Engagement & Support | Respect & Confidentiality | Transparency & Accountability

## Parents

### What may parents be asked to pay for?

#### Schools can request payment for Essential Student Learning Items



These are items, activities or services that the school deems **essential** to student learning of the standard curriculum.

Where practical and appropriate, parents may choose to purchase items through the school or provide their own.

These may also be either:

#### Items the student takes temporary or permanent possession of

- e.g.
- textbooks, activity books, exercise books
  - stationery, book bags
  - student ID cards, locks
  - cooking ingredients students will consume
  - materials for final products that students take home (technology projects, build-your-own kits, dioramas)
  - Picture Exchange Communication Systems

#### Activities associated with instruction that all students are expected to attend

i.e. travel, entry fees or accommodation

- e.g.
- excursions
  - incursions
  - school sports
  - work placements

Parents can be asked to pay for items, activities and services in the three Parent Payment Categories:

Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

Schools determine how items, activities and services are classified within these categories based on the learning and teaching program of their school.

Support for families experiencing hardship is available at every school and each school has a parent payment contact person. See your school's policy for more information.

For more information on Parent Payments and Personal Devices, visit the DET website at: [www.education.vic.gov.au](http://www.education.vic.gov.au)

Schools can invite Voluntary Financial Contributions for



- e.g.
- Building or Library fund (Tax deductible)
  - Voluntary contributions for a specific purpose, such as equipment, materials, services.
  - General voluntary contributions

#### Schools can request payment for Optional Items

These are items, activities or services that are **optional** and are offered in addition to the standard curriculum.

Students may access these on a user-pays basis.

These may be either:

#### Items the student purchases or hires

- e.g.
- school magazines, class photos
  - functions, formals, graduation dinners
  - materials for extra curricular programs
  - student accident insurance

#### Activities the student purchases

- e.g.
- fees for extra curricular programs or activities, such as instrumental music tuition
  - fees for guest speakers
  - campus, excursions, incursions, sports
  - entry fees for school run performances

#### Items and/or materials that are more expensive than required to meet the standard curriculum

- e.g.
- use of silver in metal work instead of copper
  - supplementary exam revision guides

