



ELTHAM HIGH SCHOOL

POLICY DOCUMENT *Parent Payments*

INTRODUCTION

The Education and Training Reform Act 2006 empowers school councils to charge fees to families for goods and services used in the course of instruction of their children. As the quality and variety of educational programs offered at Eltham High School are enhanced by doing so, our School Council requests payment from families for some student material and services. The school also invites additional voluntary contributions to support building and maintenance works throughout the school. The purpose of this Policy is to explain the school's approach to family payments.

PHILOSOPHY

The Victorian Government provides most of the school's requirements in the form of salaries, land, building infrastructure and maintenance. The Government also provides most funding for curriculum and some student services. However, a total reliance on Government funds does not allow the school to deliver the enhanced educational program and the student services that our community expects. Therefore, Eltham High School Council, requests that parents make a contribution so that enhanced educational programs and student services can continue to be available to our students.

POLICY STATEMENT

In accordance with DET Policy and guidelines, payments are requested by parents under three payment categories:

- 1. Essential Educational Items:** These are items or services that are essential to support the course of instruction in the standard curriculum program that parents and guardians are required to provide, or pay the school to provide. These items include but are not limited to locker hire, student id cards, school planners, printing credits, text or resource books and student stationery, materials for learning where the student consumes or takes temporary or permanent possession of the finished article (eg food technology, photography, design & technology, art subjects etc., camps and excursions which all students are expected to attend), PE Uniform (where applicable) and activities associated with, but not part of instruction in the standard curriculum program, such as the Year 12 practice exams which all students are expected to attend
- 2. Optional extras:** These are items provided in addition to the standard curriculum program, and are offered to all students. They are provided on a user pays basis and if parents/guardians choose to access them for students, they will be required to pay for them. These items include materials and services offered in addition to the standard curriculum program such as the school magazine, extra-curricular programs or activities. e.g. instrumental music, camps and excursions, year 12 formal, school based performances, productions and events. This also includes materials for subjects where the payment sought is the difference between the basic materials/services required for access to the standard curriculum and higher cost alternatives which may be more desirable. School facilities and equipment not associated with providing the standard curriculum program, and not otherwise provided for through the SRP such as the hire or lease of musical instruments.
- 3. Voluntary financial contributions** are for those items and services that parents/guardians, or anyone else, can be invited to make as a donation to the school, for example to the Building Fund or General School Contribution.

The school does not withhold access to enrolment or advancement to the next curriculum year level as a condition of payment for any of the three categories.

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

Families requesting students to participate in 'Optional Extra programs, which include but are not limited to the instrumental music tuition and instrument hire, interstate and overseas study experiences, year 12 formal – must meet the full cost of the activity.

Eltham High School spends considerable time selecting the most appropriate items and services to best meet the needs of our students.

School Council expects that the Essential Education Items payments will be made before or at the same time as any Optional Education Items

GUIDELINES FOR IMPLEMENTING THE POLICY

- Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions.
- Costs will be kept to a minimum with payment requests/letters fair and reasonable.
Only the initial invitation for voluntary financial contributions and one reminder notice will be issued to parents and guardians.
- Payments may be requested prior to the commencement of the year in which the materials and services are to be used.
- 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 payment by parents and guardians are kept confidential.
- To further assist parents, payment options are available
 - Option A Full amount at the beginning of Term 1
 - Option B Families in financial difficulties are invited to discuss instalment payment arrangements with the School Finance Manager, Catherine Zerna on 9430 5114

Other support options available to families experiencing financial difficulties

Camps Sport and Excursion Funding

<https://www.eduweb.vic.gov.au/csef/Home.aspx>

Saver Plus Program

<http://www.anz.com/about-us/corporate-sustainability/community/investing/saver-plus/>

A Start in Life Program

<http://www.astartinlife.org.au/>

Good Shepherd Microfinance

<http://goodshepherdmicrofinance.org.au/services/no-interest-loan-scheme-nils/>

Sustainable School Shop

www.sustainableschoolshop.com.au

State Schools Relief

<https://www.ssr.net.au>

RELATED POLICIES

DEECD Parent Payment Policy

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

This policy should be reviewed every 3 years.

Date Endorsed: 16 / 05 / 2018

Executive Officer

Eltham High School Council

CONSULTATION PROCESS AND WORKING PARTY INFORMATION:**This policy was written by: Kathleen Hannan****Consultation has taken place with the relevant group(s) in the following list:**

Group	Consultation ✓
School Operations Committee	
Staff	
Students (randomly selected group)	
Parents – Finance Committee	✓
Members of the Community	
Other (where relevant please specify)	
Planning and Policy Review Team of Council (Mandatory)	✓
School Council (Mandatory)	✓

PROCESS FOR POLICY DEVELOPMENT AND REVIEW

The Policy is developed or reviewed by the Policy Writer or Policy Writing Team using the agreed "Policy Template"

The policy is presented to the Planning and Policy Review Team

Relevant groups are consulted in relation to the policy by the Policy Writer / Policy Writing Team

Feedback is addresses by the Policy Writer /Policy Writing Team

The policy is re-presented to the Planning and Policy Review Team

Approved

The policy is presented to the School Council for endorsement

The policy is endorsed by the School Council

Further Clarification

Additional Feedback

Re-presented

