

PARENT PAYMENT POLICY



Version	Issued	Status	Review Cycle
2.0	2017 2018	Dates and Fee amount updated	2019

Change History

1. Rationale

Parent Payment Charges:

It is impractical for parents to individually buy the items used each day by students, such as art materials, paints, kitchen garden and science equipment. It is more efficient and economical for the school to purchase these items in bulk and pass on the savings to parents. Below are the three parent payment categories and specifications of the items and costs associated with each of them:

Essential Student Learning Items:

- These are goods and services that are accessed by the students throughout the year. They are purchased by the school in large quantities that provide savings and are replenished during the year as required. These may include such things as student work materials (eg stationery, work books and USB's), school-based materials (eg science supplies, art supplies, physical education equipment, performing arts supplies, computers and ICT equipment), and access to web- based programs (eg Mathletics, Spelladrome and Reading Eggs).
- There are three categories of Essential Student Learning Items:
 - Booklist
 - Materials
 - Programs
- Costs are calculated each year by the Finance Committee and endorsed by School Council annually. Essential Student Learning Items are tailored to meet the outcomes identified in the School's Strategic Plan and Annual Implementation Plans.

For 2018 the Essential Learning Items per student will cost \$530 per student

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Optional User Pays Amounts:

In 2018 YPS will not have an Excursion Levy, each excursion and incursion will be entered into Compass as they occur, making it easier to track and pay individual charges. CSEF recipients will apply as normal and the school will action the charges as needed.

2. Implementation

1. YPS will not seek Voluntary Contributions from Parents in 2018.
2. Payment Arrangements and Methods:
 - a. Option #1 = Payment in full by in February 2018 through Compass, EFT at school or direct deposit.
 - b. Option #2 = Payment in 2 half yearly instalments – Term 1 – February and Term 3 – July 2018, EFT at school or direct deposit
 - c. Options #3 = Payment can be made in monthly instalments through Compass.
3. Consideration of Hardship:
 - a. At Yarra PS hardship is defined as having a HealthCare Card.
 - b. The Principal has the right to consider application for hardship in exceptional circumstances eg family crisis.
 - c. YPS can offer family support through providing access to:
 - i. State Schools' Relief
 - ii. Local Welfare Agencies
 - iii. CSEF
 - d. The nominated Parent Payment Contact Person is Traceymarie Bull (Business Manager). Traceymarie can be contacted by telephone, email, and in person.
4. Communication With Families:
 - a. YPS will inform the YPS Community about the Parent Payment Policy through:
 - i. Posting the policy on the YPS website

- ii. Alerting the community through the newsletter
 - iii. Providing a newsfeed on Compass.
 - iv. Having the policy accessible at the General Office
 - b. YPS parents are able to raise any issues and make general inquiries about charges to the Finance Committee or School Council through telephone, email, or in person.
 - c. YPS parents can contact the Regional Office to refer complaints; Ph: 94889488.
5. Monitoring and Review of the Implementation of the Policy
 - a. School Council will monitor the rates of payment throughout the year.
 - b. Identified School Programs will be offered based on the rate of community support.
 - c. The school will acknowledge and thank parents who make payments.

3. Monitoring, Evaluation and Review

It is School Council's responsibility to monitor the implementation of the policy. The process of requesting fees must be transparent and easy to understand with clear options for parents experiencing hardship. This policy will be reviewed annually with a report back to School Council as to its implementation over the past year. The updated policy will be published on the school website.

4. Definitions

¹Parent' 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.

5. Further Information and Resources

Parent Payment Policy and Implementation Template

Supporting Families Experiencing Hardship Questions and Answers