

## Essex Heights Primary School Council Parent Payment Policy

### Parent Payment Charges

Essex Heights Primary School has an established tradition of providing a broad and comprehensive curriculum to meet the needs of all students. Educational programs relate to a curriculum based upon the Victorian Curriculum. *The school relies on and appreciates the financial commitment made by all parents to meet some of the costs of their children's education.*

School funding comes from two sources: those that are provided from Government sources and those provided through local contributions. Increasingly funds from local sources are sought in order to meet the expectations our school community has for our students and to ensure that our education provision is second to none.

We receive a grant for each student from the Department of Education and Training. This grant is required to cover a wide range of items such as contract cleaning, utilities (electricity, gas, water, postage, telephone) and other matters central to the functioning of the school. In addition, the grant **assists** with the provision of **very basic** curriculum materials and equipment.

School Council can request payments from parents for student materials and services charges, and for specific programs. These payments fall into three categories:

- 1. Curriculum Contributions** - Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.
- 2. Extra-Curricular Items & Activities** - Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user pays basis e.g., Instrumental Music Lessons
- 3. Other Contributions** – Voluntary financial contributions for non-curriculum items and activities that relate to the schools' functions and objectives includes donations from parents/guardians. Parents/Guardians can be invited to donate towards Information & Technology, Grounds Maintenance, First Aid and Library/Building Funds.

### Payment Arrangements & Methods

Parents can pay Voluntary and other contributions via the normal payment methods including Compass Pay, B-pay and Eftpos via the front office.

### Family Support Options

Families experiencing financial hardship may be able to seek support via the following resources:

- Second-hand uniforms which are available for purchase regularly via the School Community Uniform stall.
- CSEF (*Camps & Excursions Fund*) which is available to current Health Card recipients provides funds to assist with the cost of Camps & Excursions. Please contact the office for further information or visit the following website

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

**State Schools' Relief** may cover the cost of new **school** uniforms, shoes, books and more to assist families ... **Schools** not families, can apply to **State Schools' Relief** for this support...

<https://www.education.vic.gov.au/about/programs/Pages/stateschoolsrelief.aspx>

### Consideration of Hardship

The school appreciates that families may sometimes experience financial difficulty in meeting payment requests and therefore conveys the following information to families.

- Students will not be treated differently, denied access to the standard curriculum program, or refused instruction on the basis of payments not being made for curriculum contributions, services or voluntary financial contributions.
- The status and details of any payments or non-payments by parents and guardians will be kept confidential.

If you are experiencing difficulty in making the requested payments please contact our Parent Payment Contact Barbara McCann by phone on 9807 4944 or email [Barbara.McCann2@education.vic.gov.au](mailto:Barbara.McCann2@education.vic.gov.au) who can have a confidential discussion with you about alternate arrangements

### Communication with Families

- Families can access the parent payment policy on the Essex Heights Primary School website. Other relevant correspondence will be published via Compass.
- Parents and Guardians will be provided with sufficient notice of requests for payment of curriculum consumables, optional extras and voluntary contributions. A minimum of six weeks' notice prior to the request for payment is recommended to allow parents and guardians sufficient planning time.
- Payment requests or letters to parents will clearly identify the various payment requests.

- Receipts for payments not made via B-Pay & Compass will be issued to parents in a timely manner upon payment

### Review Cycle

This policy will be reviewed annually.

George Perini

Jennifer Bittner

Principal  
Finance Committee for School Council

School Council President  
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