



**Chandler Park Primary School**  
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# CHANDLER PARK PRIMARY SCHOOL

## Parent Payment Policy 2020

### PARENT PAYMENT CHARGES

Chandler Park Primary School will annually review parent payment request to ensure that they are in line with Department of Education and Training guidelines. Charges will be clearly itemized, costed and categorized as Essential Student Learning, Optional Items or Voluntary Financial Contributions.

Student learning, aspirations and wellbeing are paramount to Chandler Park Primary School when we determine the Parent Payment charges.

Parent contributions assist Chandler Park Primary School to provide an enriched learning and teaching program for every student that is highly valued by the school community. Parent payment requests will be made in line with the principles of Education Values; Access, Equity and inclusion; affordability; Engagement and Support; Respect and Confidentiality; Transparency and Accountability.

### PAYMENT ARRANGEMENTS AND METHODS

Parents and guardians will be provided with early notification of annual payment requests (a minimum of **six weeks' notice** prior to the end of the previous school year). Reasonable notice will be given for any other payment requests during the year (i.e. Camps and additional excursions or activities)

Costs will be kept to a minimum with payment requests/letters fair and reasonable. There are several methods of payment available including cash, Compass Pay, EFTPOS and BPay. Parents are able to enter into confidential payment arrangements by contacting the Business Manager (Corrine Humphrey) on 9798 2228 or [humphrey.corrine.c@edumail.vic.gov.au](mailto:humphrey.corrine.c@edumail.vic.gov.au).

### FAMILY SUPPORT OPTIONS

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist eligible parents, including the following

- Second hand uniform if available.
- CSEF (Camps, Sports and Excursion Fund) – available to eligible families
- State Schools Relief available for uniform/footwear
- Local Community Support (Wellbeing officer can provide further information)

If you require support, please contact Ainslie Waters (Welfare/Wellbeing Support) on 97982228 to arrange an appointment to discuss your needs.

### **CONSIDERATION OF HARDSHIP**

Chandler Park Primary School makes every effort to keep the cost and number of items that need to be purchased to a minimum. If you are experiencing financial difficulties or hardship and may be unable to make full or part payment requests you are invited to contact the Business Manager (Corrine Humphrey) to discuss possible support options and flexible payment arrangements. Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential.

### **COMMUNICATION WITH FAMILIES**

- The School level Parent Payment Policy will be provided in the Student Start Pack annually and will be available on the School web site and upon request.
- General enquiries regarding Parent charges may be made to the school on 9798 2228, concerns should be directed in the first instance to the Business Manager.

### **MONITORING AND REVIEW OF THE IMPLEMENTATION OF THE POLICY**

- The Parent Payment Policy will be reviewed annually by School Council and will be provided to families a minimum of 6 week prior to the end of the year. Any changes to the Policy implementation will be reported back to the community via notice on the school website and report in the schools newsletter.



**Trevor McCrimmon**

**School Council President**

**Date of approval by School Council 17 September 2019**

# 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.

#### 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
  - camps, 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

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