



CAULFIELD PRIMARY SCHOOL VOLUNTARY CONTRIBUTION (PARENT PAYMENT) POLICY POLICY NO. 4.5

Rationale:

This policy is designed to ensure our school's compliance with the Department of Education and Training's requirements relating to payments to be made by parents. In particular, these may be for essential education items, optional extras or voluntary financial contributions. The policy also deals with the parameters, terms and conditions under which these payments can be requested.

Policy statement:

School council can request payments from parents for student materials and services charges and for voluntary financial contributions. These payments fall into three categories:

1. **essential education items** which parents and guardians are required to provide or pay the school to provide for their child (e.g. for stationery, text books, classroom resources, swimming lessons, and camps where required).
2. **optional extras** (or non-essential materials and services) are those that are provided in addition to the standard curriculum program, and which are offered to all students. These optional extras are provided on a user-pays basis and if parents and guardians choose to access them for students, they will be required to pay for them.(e.g. for school production, instrumental music etc).
3. **voluntary financial contributions** which parents and guardians may be **invited** to donate to the school (e.g. for grounds beautification, computers, library operation, Japanese Immersion program).

The principal and school council have the responsibility of making sure that no student is disadvantaged if parents are unable to pay the voluntary contribution.

Payment arrangements:

- Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions (a minimum of six weeks notice prior to the end of the previous school year).

- Payments are kept to a minimum with payment requests and letters fair and reasonable. To further assist parents with payments, four payment options have been developed:
 - Option A Full amount
 - Option B Payment at the beginning of each Term
 - Option C Half yearly payment (beginning of Terms 1 & 3)
 - Option D Other payment arrangements
- Alternative payment arrangements are available through the school. Parents are encouraged to make an appointment with the Principal to discuss circumstances and available options.
- Payments may be requested, but not required, prior to the commencement of the year in which the materials and services are to be used.
- Payment requests or letters to parents will be itemised and the category each item falls under will be clearly identified as an essential education item, optional education item or voluntary financial contribution.
- Receipts will be issued to parents immediately upon making payment.
- Reminders for unpaid essential education items or optional items will be generated and distributed on a regular basis to parents, but not more than once a month.
- Only the initial invitation for voluntary financial contributions and one reminder notice will be issued to parents and guardians.
- All records of payments or contributions and any outstanding payments by parents and guardians are to be kept confidential at all times.

Financial 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 parents in need. Inquires regarding available support options should be made by parents to the principal in the first instance.

Date of approval: 2017	Date of review: 2018
-------------------------------	-----------------------------