



PARENT PAYMENT POLICY

Parent Payment Charges

Warrandyte Primary School Council prepares the budget based on goals and priorities for the following year and identifies the expenditure required to provide our students with the best teaching and learning programs and resources. Warrandyte Primary School supplements the Department of Education and Training funds by requesting payments from parents for the following items:

- **Essential Education Items** which parents/guardians are **required** to provide or pay the school to provide eg. Stationery, text books and uniforms etc.
- **Optional Extras** which are offered on a user pay basis and parents can choose whether or not their child participates eg. Camps and swimming program.

In addition, Warrandyte Primary School Council invites parents to make donations by means of:

- **Voluntary Financial Contributions** which are non-compulsory donations for specific projects eg. Library resources, technologies, equipment, improvement & beautification of the school grounds and maintenance of school buildings & facilities.

The Parent Payment schedule will include itemised details relating to all payments, and options to make payments by instalments.

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

Parent contributions will be requested to assist Warrandyte Primary School in providing an enhanced teaching and learning program for every student based on the school's priorities.

Payment arrangements and methods

Parents will be provided with reasonable notice for any payment requests during the year.

Parents will be permitted to make payments in instalments by entering into a payment plan. Methods of payment include cash, cheque and credit card.



Family support options

There are a number of support options available for parents including:

- CSEF (Camps, Sports and Excursions Fund) provides payments for eligible students to attend these activities. Families who hold a valid means tested concession card or temporary foster parents are eligible to apply.
- Second Hand Uniform Shop – Warrandyte Primary School has a uniform shop which stocks new and second hand uniforms.
- Local Community Support. Warrandyte Primary School has links to local services and welfare groups which can provide support and assistance to families in financial crisis.

Consideration of hardship

Warrandyte Primary School understands that families may experience financial difficulties or hardship at times and may be unable to meet payments as requested by the school.

Families can contact either the Principal or the office for a confidential discussion regarding support options.

Communication with families

- The Parent Payment Policy and its implementation will be available on the school's website and distributed to families together with the payment request.
- General enquiries and any concerns in regards to the Parent Payments may be made to the Principal or school office on 9844 3537.

Monitoring and review of the implementation of the policy

- The Finance Committee on behalf of Warrandyte School Council will review annually the implementation of the Parent Payment Policy, addressing any concerns which are raised by the school community.
- Any changes to the Policy will be reported to the school community via the school newsletter and on the school website.

REVIEW CYCLE

This policy was last approved by school council on 29th of May 2019 and is scheduled for review on 29th of May 2020.