

PARENT PAYMENT POLICY

Laburnum Primary School

Parent Payment Charges:

- Laburnum Primary School, School Council will annually review parent payments requested to ensure they are in line with Department of Education & Training guidelines. Charges will be clearly itemized, costed and categorized as Essential Student Learning, Optional Items or Voluntary Financial Contributions.
- Parent contribution requests will be made in line with the principles of Educational value; Access, equity and inclusion; Affordability; Engagement and Support; Respect and Confidentiality; Transparency and Accountability
- Parent contributions will be requested to assist the school in providing an enhanced teaching and learning program for every student in line with the schools priorities.

Parent Arrangements and Methods:

- Parents will be provided with early notification of annual payment requests (a minimum of 6 weeks prior to the end of the previous school year). Reasonable notice will be given for any other payment requests during the year (i.e. excursions).
- Parents will be permitted to make payments in instalments, and be provided with several methods of making payment including, cash, cheque, BPay and EFTPOS. Parents are able to enter into confidential payment arrangements by contacting the Schools' Business Manager Sonya Edwards on 9898 5811 or laburnum.ps@edumail.vic.gov.au.

Family Support Options:

There are a number of support options available for parents including but not limited to;

- Second hand uniform shop located on school grounds
- Day user netbook program
- Camps, Sports & Excursion Funding (CSEF) available to eligible parents
- State Schools Relief support available for uniforms/footwear, via Assistant Principal Jean Denning.

Consideration of Hardship:

The school understands that families may experience financial difficulties or hardship at times and may be unable to meet full or part payments requested. Families are invited to contact the Business Manager to make payment arrangements or alternatively can contact the Assistant Principal, Jean Denning for a confidential discussion and information regarding support options.

Communication with Families:

- The Parent Payment Policy and Implementation will be published on the schools' website. It will also be distributed to families each year along with the annual payment request.
- General enquiries regarding parent charges may be made to the schools office on 9898 5811. Concerns should be directed in the first instance to the Business Manager.

Monitoring and Review of the Implementation Policy:

The School Council (via the Finance Committee) will conduct an annual review of the implementation of the Parent Payment Policy including addressing any concerns raised by the school community. Any changes to the Policy Implementation will be reported back to the community via notice on the school website.

This policy will be reviewed annually.

This policy was last ratified by School Council in:

February 2018