**PARENT PAYMENT POLICY**

**Purpose**

This Parent Payments Policy outlines the ways in which Swan Hill Specialist School Council can request financial contributions from parents and ensures that parent payment practices in schools are consistent, transparent and that all children have access to the Curriculum.

**Rationale**

Victorian government schools must provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the curriculum requirements in the 8 key learning areas as outlined in the Victorian Curriculum F–10, the Victorian Certificate of Education (VCE) and the Victorian Certificate of Applied Learning (VCAL) (the Curriculum).

School councils may request parents make voluntary financial contributions towards the cost of schooling under 2 categories: **Curriculum Contributions and Other Contributions**.

School councils may invite parents to purchase Extra-Curricular Items and Activities – items, activities and services that enhance or broaden the schooling experience of students and are additional to or outside of the school’s delivery of the Curriculum (including alternative forms of instruction). These are provided on a user-pays basis.

School councils may invite parents to supply or purchase their own educational items to use and to own. If a student does not provide or purchase their own educational items, the school must ensure the student has free access to what is needed at school to access the school’s delivery of the Curriculum.

Schools must follow the requirements on finance and communications set out in the [guidance](https://www2.education.vic.gov.au/pal/parent-payment/guidance).

**DETAILS**

This Parent Payments Policy outlines the ways in which school councils can request financial contributions from parents and ensures that parent payment practices in schools are consistent, transparent and that all children have access to the Curriculum.

**Summary**

* Victorian government schools must provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the curriculum requirements in the 8 key learning areas as outlined in the Victorian Curriculum F–10, the Victorian Certificate of Education (VCE) and the Victorian Certificate of Applied Learning (VCAL) (the Curriculum).
* School councils may request parents make voluntary financial contributions towards the cost of schooling under 2 categories: Curriculum Contributions and Other Contributions.
* School councils may invite parents to purchase Extra-Curricular Items and Activities – items, activities and services that enhance or broaden the schooling experience of students and are additional to or outside of the school’s delivery of the Curriculum (including alternative forms of instruction). These are provided on a user-pays basis.
* School councils may invite parents to supply or purchase their own educational items to use and to own. If a student does not provide or purchase their own educational items, the school must ensure the student has free access to what is needed at school to access the school’s delivery of the Curriculum.
* Schools must follow the requirements on finance and communications set out in the [guidance](https://www2.education.vic.gov.au/pal/parent-payment/guidance).

**Free instruction**

All students in Victorian government schools must have free access to instruction that is offered by a school to fulfil the standard curriculum requirements in the 8 key learning areas:

1. English
2. Mathematics
3. Sciences (including physics, chemistry and biology)
4. Humanities and social sciences (including history, geography, economics, business, civics and citizenship)
5. The arts
6. Languages

7. Health and physical education

8. Information and communication technology and design and technology.

Free instruction includes the teaching staff, administration and the provision of facilities in connection with the instruction of the Curriculum, including reasonable adjustments for students with disabilities.

Schools cannot deny students access to the Curriculum, refuse instruction or disadvantage students on the basis of payments and financial contributions not being made. Schools cannot withhold student access to enrolment or advancement to the next year level as a condition of payments being made.

Schools are not required to ensure students have free access to items on a one-to-one basis, however, schools must determine a reasonable level of resourcing to ensure students have access to the relevant items for the duration they are required. Schools also need to consider the most appropriate arrangements to facilitate student access to required items.

**WHAT CAN SCHOOLS REQUEST CONTRIBUTIONS FOR?**

School councils may request parents make voluntary financial contributions and payments to the school under the following categories. There are no obligations on parents to make any voluntary financial contributions and schools cannot refuse students instruction in the Curriculum if their parents do not contribute.

**Curriculum Contributions**

Curriculum Contributions are voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum. Schools must be able to justify why an item or activity has been categorised as necessary to the school’s delivery of the Curriculum.

**Other Contributions**

Other Contributions are voluntary financial contributions for non-curriculum items and activities that relate to the school’s functions and objectives. They can be requested for a broad area of school need or itemised for a clearly explained specific purpose.

**Extra-Curricular Items and Activities**

Extra-Curricular Items and Activities are items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free in order to deliver the Curriculum. Extra-Curricular Items and Activities are provided on a user-pays basis. They include optional excursions and camps, optional sporting or music programs, and materials that don’t relate to the Curriculum such as school magazines.

**Purchase of educational items for students to own**

Swan Hill Specialist School council supplies all required student items.

**Engaging with parents**

School Council will provide communication with the school community and will ensure they are aware of and understand the needs and views of parents.

**Review of policy implementation**

Swan Hill Specialist School will monitor the effectiveness and impact of the implementation of this policy at least annually as part of its ongoing improvement and report back to the school community.

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| Policy last reviewed  | February 21, 2023 |
| Approved by  | Principal / School Council |
| Next scheduled review date  | February 2024  |



Jodi Walters

Swan Hill Specialist School

27-33 Yana St

Swan Hill

3585

November, 2022

Dear Parent/Guardian,

Swan Hill Specialist School is looking forward to another great year of teaching and learning and would like to advise you of our voluntary financial contributions for 2023.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and VCAL and we want to assure you that all contributions are voluntary. The ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support in contributing to making camps and special events possible and our day to day programs happen. This has made a huge difference to our school and the programs we can offer.

In addition to the Victorian Curriculum, VCAL and VET, your support has allowed us to offer many programs and resources such as:

* Swimming (our pool resource)
* Community Participation (our vehicles)
* Horticulture (our Community Garden)
* Take home readers
* Classroom iPads and netbooks
* Cooking Program
* Allied Health
* Sensory Supports

For further information on the Department’s Parent Payments Policy please see a one-page overview attached.

Yours sincerely,



Principal

**Educational items for students to own**

|  |  |
| --- | --- |
| **Curriculum Contributions** - items and activities that students use, or participate in, to access the Curriculum | **Amount** |
| Classroom consumables, materials & equipment* Art – paint, crayons, canvas, glitter, coloured paper, Textas, coloured pencils etc. ($xx)
* Horticulture/Technology – gardening tool, plants etc. ($10.00)
* Cooking Program – food ingredients such as flour, butter etc. ($75.00)
* Mathematics Equipment – numeracy blocks ($xx)
* Sports – equipment ($10.00)
* Sensory items ($5.00)
* Classroom folder and book sets
* Stationary Items
 | $165.00 |
| Online Subscriptions* Sunshine on Line ($6.00)
* Essential Assessments ($18.00)
* Help Kids Learn ($4.00)
 | $28.00 |
| ICT Devices – provision of devices from the shared classroom sets | School Funded |
| Communication tools - assistive technology devices, displays  | $20 |
| Printing and photocopying of worksheets and learning materials | $10 |
| Whole school events (Athletics carnivals , Swimming Carnival, School Concert) | $20 |
| **Other Contributions -** for non-curriculum items and activities | **Amount** |
| School Sports Victoria membership | $2 |
| Student wellbeing programs | School Funded |
| First aid and hygiene equipment | School Funded |
| School grounds maintenance and improvements | School Funded |
| **Total Amount** | **$225** |

Your child is not required to purchase any items.

**Extra-Curricular Items and Activities**

Swan Hill Specialist School offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis.

If you would like to purchase an item or activity for your child, please indicate on the table below and return this to the school by the end of the year.

|  |  |  |
| --- | --- | --- |
| **Extra-Curricular Items and Activities** | **Amount****between** | **Purchase** **(Please tick)** |
| Early Years Camps | $ 20- $200 |  |
| Middle Years Camps  | $200- $300 |  |
| VCAL CampBlackwood CampGraduate Camp | $250- $500 |  |
| Other optional camps and excursions to be scheduled (Including sporting representative | *TBA* |  |
| **Total Extra-curricular Items and Activities** | **$** |

**Financial Support for Families**

Swan Hill Specialist School understands that some families may experience financial difficulty and offers a range of support options, including:

* Camps, Sports and Excursions Fund

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Michelle Singleton – Business Manager

Ph: 03 *50323683*  Email: *michelle.singleton@education.vic.gov.au*

**Refunds**

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department’s Parent Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.

**Please return completed forms to the school by the end of the School Year.**

**Student Name: ………………………………….……….**

|  |  |
| --- | --- |
| **Category** |  |
| Curriculum Contributions | $225 |
| Other Contributions | $2 |
| Extra-Curricular Items and Activities | $20 - $500 |

**Payment Options**

**EFTPOS Available at School Office Tick for this Option**

**DIRECT DEPOSIT**

I have made a direct deposit payment of $ …………… To Account: Swan Hill Specialist School

OR

Reference: …………………………………. BSB: 063-529 Acct: 10044642

Date: ….. / …… / 2023 Ref: 2023 Surname (eg Smith)

 **Tick for this Option**

**CASH/CHEQUE:**

OR

**I have enclosed cash/chq payment of $...................**

**Tick for this option**

OR

**Fortnightly Payments of : $\_\_\_\_\_\_\_\_\_ - I will set up my own payment through my online banking. (please us family code as reference)**

**TICK FOR THIS OPTION**

**Parent PAYMENTS policy**

**ONE PAGE OVERVIEW**

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| --- | --- |
|  | FREE INSTRUCTION* Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
* Schools may invite parents to make a financial contribution to support the school.hools may invite parents to make a financial contribution to support the school.
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| Icon  Description automatically generated | PARENT PAYMENT REQUESTSSchools can request contributions from parents under three categories:

|  |  |  |
| --- | --- | --- |
| Curriculum ContributionsVoluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum. | Other ContributionsVoluntary financial contributions for non-curriculum items and activities that relate to the school’s functions and objectives. | Extra-Curricular Items and ActivitiesItems 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. |

* Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).
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|  | FINANCIAL HELP FOR FAMILIES* Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn’t miss out.
* Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.
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| Icon  Description automatically generated | SCHOOL PROCESSES* Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency. for transparency.
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**Swan Hill Specialist School Materials 2023**

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| --- |
| **Item** |
| Exercise BooksMarbig 18523 Exercise Book A4 96 page |
| Scrap Book |
| Marbig Grey Lead HB Pencils |
| Columbia Colorsketch Colour Pencils (pack) |
| Texta Smarttip Markers Assorted Colours (20 pack) |
| BIC Cristal Ballpoint Pens Blue Fine (12 pack) |
| Black Biro |
| Red Biro |
| A4 Ream Copy Paper (ream - 500 sheets)DoubleA 80gsm |
| ColourHide Lever Arch Folder – A4 2 ringAssorted colours |
| Bantex on the go Display Folder (20 pocket) |
| Lowell Laminating Pouch A4 80 Micron Gloss100 pack |
| Igloo 2 hole Sharpener |
| Staedtler Mars Plastic Eraser (2 pack) |
| Liquid Paper Correction Pen 7ml |
| UHU Glue Stick 21gm |
| Kleenex 2 ply facial tissues (200 sheet box) |
| Sensory consumables (rice, shaving cream, bubbles, kinetic sand etc.) |
| Photocopying charges for student use |
| Visual Art Supplies |
| Sensory room equipment |
| Therapy equipment |

Above is a list of general items generated through staff orders for classrooms. If you would like a specific list relevant to your child’s class please see the office.