



Doreen Primary School

Parent Contributions Policy

Rationale:

- The Education & Training Reform Act empowers school councils to charge parents for goods and services used in the course of instruction of their children, as well as to raise funds. As the quality and variety of educational programs offered by our school are enhanced, School Council requests payment from parents for certain essential student materials and services charges. As per the act it may also ask for non-compulsory voluntary contributions for specific projects.

Aims:

- To provide high quality learning opportunities for all students, by supplementing limited government funds with approved financial contributions and payments from parents.

Implementation:

- School Council supplements Department of Education funds by requesting payments from parents for the following items:-
 1. **Essential Education Items** which parents and guardians are required to provide or pay the school to provide eg: stationary booklists, text books and uniforms etc
 2. **Optional Extras** which are offered on a user pays basis and parents can choose whether or not their child participates eg: instrumental music tuition or instrument hire, camps and excursions etc.
- In addition, School Council invites parents to make donations by means of:-
 3. **Voluntary Financial Contributions** which are non-compulsory donations for specific projects eg: library resources, grounds projects, or technologies equipment.
- Parents will be made aware of the costs associated with all payments and voluntary contributions by December of the previous year, along with a recommended payments schedule.
- The payments schedule will include itemised details relating to all payments, an option to purchase goods elsewhere (where appropriate), essential payment dates, options to make payments by instalments, clear definitions of the category of any payments (ie: Essential, Optional or Voluntary).
- All payments and non-payments will be strictly confidential. The public identification of students or their parents where payments have or have not been received will not occur.
- All costs and processes associated with parent payments and voluntary contributions will be reasonable, will be defensible in relation to Department of Education requirements, and will be within the expectations and capacity of the school community.
- As with all parent payments to the school, Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the principal.

- Invoices for unpaid **Essential Items** and **Optional Extras** will be mailed to parents each term with a rundown of costs children have incurred regards essential fees, excursions etc.
- Unpaid **Essential Items** payments will not result in any detriment by the school to the student or family. Unpaid **Optional Extras** payments may compromise a student's ability to be involved in the optional activity in question. Unpaid **Voluntary Financial Contributions** do not constitute a non-payment and will not result in any detriment by the school to the student or family.
- No collectors of any type, including debt collectors, will be used to obtain funds from parents or students.
- Parents who make voluntary contributions will receive letters of appreciation.
- The principal will ensure that all staff are aware of this policy and adhere to it.
- As part of the enrolment process, new students are asked to pay the **Essential Items** component of the first term of their enrolment so as materials etc. can be purchased. If a student does not attend, this fee is refunded.

Evaluation:

- This policy will be reviewed as part of the school's Four-year review cycle. School Council will review the level and purpose of parent payments and voluntary contributions annually and in doing so will be consistent with any advice or instruction received from the Department of Education.

2This Policy was ratified by School Council in.....

April 23rd, 2020