



## Parent Payment Arrangement Policy

### Parent Payment Charges

Dromana College School Council will annually review requested parent payments to ensure they are in line with the Department of Education & Training guidelines. Charges will be clearly itemised and costed. The College Council makes full and appropriate use of funds received from parents, ensuring they are used to enrich the student's education.

School councils are able to request payments or contributions for education items and services from parents and guardians for students in Victorian government schools in the three categories – Essential Education Items, Optional Education Items and Voluntary Financial Contributions.

Dromana College spends considerable time selecting the most appropriate items and services to meet the needs of our students.

Parents and guardians also have the option of purchasing equivalent materials from other sources. If parents and guardians choose to provide equivalent materials, this should be done in consultation with the school, as items should meet the specifications provided by the school. There may also be certain items that due to their nature may only be provided by the school.

**Essential Student Learning Items** are those items, activities or services that are essential to support student learning of the standard curriculum. These are items that the school considers essential for all students and which students take possession of. Parents may choose to provide the items themselves or buy the items from the school where practical and appropriate.

These items include:

- materials that the student takes possession of, including text books and student stationery
- materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. home economics, photography, catering)
- school uniform
- transport and entrance for camps and excursions which all students are expected to attend
- resources which improve the students learning and engagement

**Optional Education Items** (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.

These items include:

- student computer printing for personal use
- extra-curricular programs or activities e.g. instrumental music, dance classes
- school-based performances, productions and events
- school magazines, class photographs
- Bus transport to and from your allocated bus stop

**Voluntary Financial Contributions** are for those items and services that parents or guardians are invited to make a donation to the school, for example for grounds maintenance, a library or building trust.

### Payment arrangements and Methods

Parents and guardians will be provided with early notice of payment requests for Essential Education Items, Optional Extras and Voluntary Financial Contributions.

Costs will be kept to a minimum with payment requests/letters fair and reasonable. To further assist parents with payments, payment options have been developed:

- Option A Full amount by the beginning of Term 1 – Cash, Cheque or EFTPOS
- Option B Credit Card deductions via COMPASS
- Option C BPAY
- Option D Other payment arrangements - Centrepay

Alternative payment options are available through the school and parents are encouraged to make an appointment with the school 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 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 Extras 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 per year to parents and guardians.

All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

## **Family Support Options**

### **Second-hand book and uniform shop**

In order to support parents in meeting the costs of their children's education the school operates a second-hand bookstall.

### **Other 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 eligible parents, including the State Schools Relief Committee support, CSEF and other community support organisations. More information is available from Administration. All queries to be directed to the College Welfare Co-Ordinator on 5987 2805 and are kept confidential.

## **Communication with Families**

The Parent Payment Arrangement Policy will be published on the College website.

General enquires should be directed to Administration 5987 2805, concerns should be directed to the Business Manager or Principal.

## **Monitoring and Review of the Implementation of the Policy**

The School Council (via the Finance Committee) will conduct an annual review of the implementation of the Parent Payment Arrangement Policy, including addressing any concerns raised by the school community. Reviewed 12th October, 2020 Finance Committee