



# Parent Payment

## Policy

### **Parent Payment Charges**

- Broadmeadows Primary School Council will annually review parent payments requested to ensure they are in line with Department of Education & Training guidelines. Charges will be clearly itemised, costed and categorised as Essential Education Items, Optional Items or Voluntary 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 school's priorities.

### **Payment arrangements and methods**

- Parents will be provided with early notification of annual payment requests (a minimum of 4 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, camps).
- Parents will be permitted to make payments in instalments and be provided with several methods of payment, such as cash, cheque or direct debit. Parents are able to enter into confidential payment plan arrangements by contacting the school's Business Manager (Karen Harkom) on 9302 6062.

### **Family support options**

- Camps, Sports & Excursion Funding (CSEF) will be available to eligible parents/carers
- The school seeks suppliers of educational items who provide not only competitive prices, but also quality of product and service

### **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 enter into a confidential Payment Plan.

### **Communication with families**

The Parent Payment Policy will be published on the school's website, and will also be distributed to families each year along with the annual payment request. General enquiries regarding parent charges may be made to the school office on 9302 6062. Concerns should be directed to the Principal (Leanne Lewis).

### **Monitoring and review of the implementation of the policy**

The School Council 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 school community via the newsletter and/or Tiqbiz.

Ratified by School Council in: **February 2017**

References: