

PARENT PAYMENTS AND VOLUNTARY CONTRIBUTIONS

1. POLICY:

Courtenay Gardens Primary School will provide clear directions to parents in respect of parent payments and financial contributions to the school for their child / children's education.

2. PURPOSE:

Courtenay Gardens Primary School is committed to providing the broadest possible educational outcomes to prepare our students for lifelong learning and success in a global environment. Most funding for the provision of education and the operation of the school is provided by the Department of Education and Training (DET). Courtenay Gardens Primary School Council believes however that the amount allocated is insufficient for us to provide the type of education expected by the school community which is preparing our students for today's complex world. In addition to the '*Essential education items*' we seek parent support with regard to the payment of the '*Optional extras*' and '*Voluntary financial contributions*'. It should be emphasised that these are used during the school year for the direct and immediate benefit of each student.

The '*Education and Training Reform Act 2006*' ensures the provision of instruction in the standard curriculum program and empowers school councils to charge for goods and services used in the course of instruction and to raise funds.

Free instruction includes learning and teaching, instructional supports, materials and resources, administration and facilities associated with the provision of the standard curriculum.

School councils can request payments from parents for student materials and service charges and for voluntary financial contributions.

These payments fall into the three categories mentioned below:

- 1. Essential education items** which parents and guardians are required to provide or pay the school to provide for their child, eg. student stationery, text books where required.
- 2. Optional extras** which are offered on a user-pays basis and which parents may choose whether their child accesses or participates, eg. extra curricular programs or activities, excursions and camps, school based performances or events.
- 3. Voluntary financial contributions** which parents and guardians may be invited to donate to the school, eg. additional computers, interactive whiteboards, enhancement of sporting and playground facilities.

3. IMPLEMENTATION:

- 3.1 No student will be denied access to the standard curriculum program or refused instruction on the basis of payments not being made for educational items, services or voluntary financial contribution.
- 3.2 Parent or guardian payments for essential education items and optional extras are kept to a minimum and do not exceed the cost of the relevant materials or services to the students.
- 3.3 A variety of extra curricular activities (eg. excursions) will be offered to complement the educational programs and these will be provided on a user-pays basis.
- 3.4 Where families have difficulty making payments, the Principal and Business Manager will discuss the range of support options available and negotiate appropriate alternative arrangements.
- 3.5 It is important that this policy is communicated within the school and that all staff are familiar with and adhere to it.
- 3.6 The school will provide parents and guardians with early notice of requests for payments of essential education items, optional extras and voluntary financial contributions.
- 3.7 Payment may be requested, but not required, prior to the commencement of the year in which materials and services will be used.
- 3.8 The status and details of any payments or non-payments will remain confidential.
- 3.9 Payment requests to parents and guardians must clearly identify which category the items fall in to. The three categories are outlined above.
- 3.10 The school will issue only one request for voluntary financial contributions and one reminder notice.
- 3.11 Invoices for unpaid essential education items or optional items accepted by parents are generated and distributed on a regular basis, but not more than once per month.
- 3.12 Optional extras are provided on a user-pays basis and if a parent or guardian chooses to access them for students, they will be required to pay for them.
- 3.13 Parents and guardians in receipt of CSEF will be able to use funds for the child to attend Camps, Sport and Excursion activities in accordance with DET guidelines and policy.
- 3.14 Any portion of the CSEF not expended by the end of the year must be carried over to the following year. Remaining CSEF funds will be forwarded to the next school the student attends.
- 3.15 This policy complies with the requirements of the DET policy.

4. EVALUATION:

This policy will be reviewed as part of the school's review cycle.

Approved at School Council